

# ***ADMISSION & TUITION POLICIES***

**AS AMENDED FOR**

*January 11, 2017*

**OF**

**ASCENSION OF OUR LORD CHURCH AND SCHOOL  
1809 GREENWOOD DRIVE  
LA PLACE, LOUISIANA 70068**

**(985) 652-4532**

**(985) 652-2615**

**PASTOR:           REV. WALTER AUSTIN  
PRINCIPAL:       MRS. TONI RUIZ**

**Advisory Board:   Tracy Byrd  
                          Todd Joseph  
                          Tricia Lowry  
                          Courtney Millet  
                          Patrick Morton  
                          Phil Hoffman  
                          Gina Wagoner**

# Admission Policies

## I. Ascension of Our Lord School Admission Policies

Ascension of Our Lord School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. We reserve the right of admission in order of the following:

- A) All currently enrolled students
- B) Siblings of currently enrolled students
- C) Catholic children of families who are registered, actively supporting members of **AOL** parish
- D) Members of parishes without a Catholic school
- E) Members of parishes with a Catholic school
- F) All others

Copies of the child's birth certificate, baptism certificate (if Catholic), immunization, Social Security Card, and custody papers (if applicable) as well as copies of report cards from the last two years, the most current report card, and standardized test scores must be presented. A review of the academic and behavioral information by the administration will determine whether or not the student will be admitted to Ascension of Our Lord School. If accepted, the student is placed on admissions probation for one year, to ensure that academic, conduct standards and financial responsibilities will be met.

## II. General Guidelines Applying to Registration

A) **Returning Students** - Registration for the upcoming academic year occurs in January/February. A registration packet including a Stewardship Form, Acknowledgement Form and Eligibility Guidelines will be posted on the school's website (aolcrusaders.org). The Stewardship Form will be reviewed by the pastor and a tuition rate will be assigned. **NO** re-registrations will be accepted from families whose tuition account is overdue. Please contact the school's financial secretary if there are extenuating circumstances.

During In-School Registration, the registration fees are \$175 for the first child in the family and \$160 for each additional child. After In-School Registration, registration fees will be \$225 per child.

B) **All Students** -

- ◆ Each family will be assessed the cost of a subscription to the *Clarion Herald*. This is included in the first child's registration fee.
- ◆ Registration can only be accepted with the full registration fee attached.
- ◆ Registration fees cannot be added to monthly tuition payments
- ◆ Registration fees are non-refundable.

# Tuition Policies

## I. General Guidelines Applying to Tuition Payments

A) Tuition rates are set in accordance with the school budget in January by the Ascension of Our Lord School Finance Committee. School tuition rates are assigned based on the following three categories:

**Catholic Parishioner** - a Catholic family who supports Ascension of Our Lord Church monetarily (a minimum of \$15 per week) and participates in a church ministry. The Parishioner tuition rate is a benefit to parishioners who pledge to support the church.

Families who apply for the *Parishioner* tuition rate are required a minimum commitment of 2 hours per month or 24 hours per year to the ministry of your choice. A list can be obtained through the school office.

**Catholic Non-Parishioner** - a Catholic family who supports a church parish other than Ascension of Our Lord.

**Catholic, Voucher** – a Catholic family who supports a church parish other than Ascension of Our Lord and that parish does not have a school. The family may get a voucher from the pastor of that church.

**Non-Catholic** - a family who is not Catholic or a Catholic family who does not support a Catholic church.

## SMART TUITION

As a vital part to our school community's continued financial health and growth, Ascension of Our Lord School utilizes a tuition management company. This company, *Smart Tuition*, which has been approved by the Archdiocese of New Orleans, is responsible for following our tuition policy for the school, collecting all tuition from families, and managing the deposits for the school.

**Enrollment in *Smart Tuition* is mandatory for each family.** Returning families' tuition information will automatically roll over to the new school year. New families will enroll in *Smart Tuition* at the time of registration. This may be done online or by paper copy. A parent brochure explaining the program will be included with the enrollment information.

The partnership with *Smart Tuition* allows for a confidential system where families can see for themselves a complete report of their tuition account. A secure log-In ID enables parents to view this information at any time of day or to update personal information. Some of the benefits to our parents include:

Numerous payment options –

\*ACH auto-debit – 4 dates to choose from

\*Credit Card – 2.5% processing fee

\*Mailed Monthly Invoice – Tuition due 1<sup>st</sup> or 14<sup>th</sup> of month

\*Phone-In Payments – Customer Service available 24 hours a day, 7 days/ week, 365 days/year

\*Reminder Emails sent before the payment is due

\*Secure Online Account for each family

Fees: \$45 late fee payment

\$30 fee for failed auto-debit and failed checks

When making your tuition payment with Smart Tuition on the day it is due, be mindful that your payment must be submitted before 11:00 PM Central Standard Time to avoid a late fee.

*Smart Tuition* is not a loan so there are no credit checks or interest charges. **Cash payments will no longer be accepted at the school office.** All tuition payments are to be made to *Smart Tuition*.

Pre-Paid tuition payments will be due to *Smart Tuition* by June 14, 2017 to receive the 4% discount.

Once your account is late, you will be contacted by *Smart Tuition* via email or phone. If your account becomes seriously delinquent, your child may be asked to leave our school. In order to return, your unpaid balance must be paid in full. If you have financial or other problems, please contact us immediately.

Any student who is presently enrolled in Ascension of Our Lord School and registers for the next school year after June 1<sup>st</sup> will be required to pay all registration fees, late fees and past due tuition in full at the time of registration.

The tuition account must be up-to-date by December 31<sup>st</sup> for the student to return to school in January. The final payment (PreK3 – 7<sup>th</sup> grades) is due in May. The tuition account must be paid in full in order for the student to receive a report card. Tuition fees must be paid in full by May 9<sup>th</sup> in order for the PreK, Kindergarten and 7<sup>th</sup> grade student to participate in year-end celebrations.

Students who are not registered for the upcoming school year may not participate in extra-curricular activities during the summer (i.e. cheerleading or sports camps).

For the 2017 – 2018 school year, PreK snack fees will be paid to AOL at the time of registration.

## Tuition - 2 Year Olds

Payments for the Little Crusaders are based on a 10 month or 12 month plan based on if the child is enrolled in the 10 month or 12 month program.

10 month plan – Payments begin in August and end in May of the following year.

12 month plan – Payments begin in August and end in July of the following year.

**NOTE:** Tuition for Pre-K 3 year olds – 7<sup>th</sup> graders is usually paid in 11 months, starting in June, skipping the month of February (for re-registration) and ending in May. **Two year olds** enrolled in the 12 month plan (August – July) transitioning to the 3 year old program, may be set up with Smart Tuition on the 10 month plan (August – May), just for the one year. This would alleviate having to double up on tuition payments for June & July. However, if you wish to double up tuition for the one month, that is an option.

## Tuition - 3 Year Olds

Payments for the Pre-K 3 year old program follow the same guidelines as Ascension of Our Lord School. Registration begins in February/March for the upcoming school year. Payments are set up through Smart Tuition, a company that invoices and collects the tuition. Tuition is paid in 11 months starting in June, skipping the month of February (for re-registration) and ending in May.

**NOTE:** There is a special situation when a 3 year old attends the summer program ending in July. In this special circumstance, tuition can be set up using the 10 month plan, August – May, for the next school year to avoid making double payments for June & July. Doing this will increase the monthly payment because the annual tuition is divided by 10 months instead of 11 months. However, if you wish to double up tuition for the one month, that is an option.

### IV. General Church Pledges

A) If a parishioner who is also a school parent becomes 30 days late in fulfilling their church pledge amount they should contact the rectory (652-2615) and ask to speak to someone on the finance committee to see what can be worked out.

B) If a parishioner who is also a school parent becomes 60 days late in fulfilling their church pledge amount and has not contacted the church finance committee to work out this problem, they will **automatically** be charged the non-Catholic tuition rate for the remainder of the school year.

C) It is important for all parishioners to use the church envelopes when making weekly contributions. It makes record keeping much simpler and leaves less room for errors. It is also very helpful if the contribution amount on the front side is filled out on the front side of the envelope each week. We have no way of crediting loose cash contributions to the proper accounts.

## ***ADDENDUM***

While we have focused on the level of financial giving as the criteria for receiving the In-Parish tuition rate, we have not tracked Mass attendance or involvement in parish and school ministries. In an effort to change this issue, families who apply for the In-Parish tuition rate are required a minimum commitment of 2 hours per month or 24 hours per year to the ministry of your choice. A list can be obtained through the school office.