



Registration, Tuition Payment and Refund Policies

Service Hour Commitment

2010-2011

REGISTRATION FEE

A non-refundable registration fee (\$150 per student) is due at the time of registration.

TUITION PAYMENT POLICY

All tuition and fees (less any financial aid/scholarship granted) must be paid in full no later than July 16, 2010. This includes tuition and fees received directly from a lending institution. Payments must be made by cash or check. Paying the tuition and fees no later than July 16th enables us to know what our enrollment will be which impacts the hiring of teachers, allows us to offer openings to families on our wait list, and enables our school to invest the money; thereby, earning interest that helps keep the cost of tuition as low as possible. Paying the full tuition and fees by July 16th also secures your student(s) a place in class. Unsecured places in class are made available to another student after this time.

REFUND POLICY

If a student withdraws from school at the family's request during the first semester, tuition will be refunded in full month increments for the balance of the school year based on the withdrawal date. To be eligible for a refund in January, parents must notify the Principal in writing by December 15 that the student will be withdrawing. No refunds will be given if the student withdraws after January 31. If a student is expelled or a student's admission is revoked or the student withdraws either voluntarily or involuntarily due to disciplinary action, tuition and fees will not be refunded. Registration and other fees are non-refundable. In addition, tuition refunds for **NEW FAMILIES AT THE ELEMENTARY SCHOOL** will be further reduced by the tuition payments made in May and June. The forfeiture of the May and June tuition payments will also occur if withdrawal occurs before school begins.

SERVICE HOUR COMMITMENT

Service hours are required for all parents of students at Valley Catholic Elementary School. Parents, not other family members, must perform the service. Parents of Valley Catholic Middle and High School students are encouraged, but not required to volunteer.

Service Hour Requirement: 30 hours a year/two-parent family (*one parent could perform all 30 hours*)
15 hours a year/single-parent family

If you **DO NOT** wish to work service hours, two-parent families may pay \$500, a single-parent family \$250 at registration. Valley Catholic Elementary School families who do not fulfill the required service hours before the end of the academic year will be assessed \$17 per hour for any remaining hours. This must be paid before the registration process will be completed.

COMPLIANCE WITH SCHOOL POLICIES

SSMO Campus Schools reserve the right to refuse admittance, revoke attendance, suspend or expel any student who does not cooperate with the policies established in the school handbook. The high standards adhered to by our schools apply to after-school hours as well. If any parent, guardian, or student refuses to follow the standards of the schools, he or she places the student's admission or attendance at SSMO Campus Schools in jeopardy, and the student is subject to expulsion or revocation of admission within the sole discretion of the school. For your reference the school handbooks are located in the Parents' Guide on the Valley Catholic School web site at www.valleycatholic.org.

For your reference, policies, tuition information and forms are located on the Valley Catholic School web site at www.valleycatholic.org under ADMISSIONS. Some of the registration forms are under the school listings on the ADMISSIONS page.