



BILLINGS CATHOLIC SCHOOLS REGISTRATION INFORMATION

April 30, 2010 – FACTS application deadline.

April 30, 2010 – Registration materials due for 2010/2011 school year.

Students are considered registered ONLY when the following information has been completed and returned to the school:

- Please check the following items: (* Transferring students only)
- _____ Registration Form _____ Current Immunization Records * _____ Copy of Birth Certificate *
- _____ Records Release Form *(see back side of this page) _____ Baptismal Certificate * (if applicable)
- _____ Registration Fee (no partial payment). One full registration fee is due with the registration form. Registration fees for additional students will be due when making tuition payment arrangements.
 - St. Francis Primary - **\$115**
 - St. Francis Intermediate - **\$140**
 - St. Francis Upper - **\$195**
 - Billings Central High School - **\$305**

All but **\$115** of any registration fee may be refunded if the student does not attend and the Administration Office/school has been informed **before the first day of school** on August 25, 2010 .

New for 2010-2011: Verification of parish enrollment will be done electronically between the BCS Administration office and the parish office. Please contact the BCS Administration Office if you expect a parish subsidy discount, but do not see it on your tuition statement.

Tuition Structure:

Your tuition may be tiered according to your income. Families with AGI as adjusted* of less than \$145,000 may apply for reduced tuition. FACTS Management Company will process and evaluate the requests for reduced (tiered) tuition.

Deadline to apply for tiered tuition is April 30, 2010. If a FACTS application is not submitted by this deadline, full tuition will be billed until the FACTS application is submitted and verified. Tuition arrangements will not be made based on estimates.

No tier discounts for the 2010-2011 school year will be awarded after Nov. 1, 2010 except for transferring students.

The FACTS application form and instructions are included in this packet. Please see the attached letter regarding FACTS.

*Please Note: AGI as adjusted – Tax returns that indicate income from Schedules B, C, D, E and F may be adjusted. Families will be allowed a \$2000 credit for each exemption on the Federal return. Although your tax return will be the primary factor in determining your tuition tier, adjustments may be made for extraordinary circumstances.

No student shall be issued a class schedule, nor shall he or she attend classes or any sports practices or extra-curricular activities unless all matters pertaining to tuition have been completed. No exceptions will be made.



"Faith, Family Spirit, Academic Excellence"

BILLINGS CATHOLIC SCHOOLS REQUEST RELEASE OF STUDENT RECORDS

Billings Catholic Schools

Administration Office

120 S 34th St
P.O. Box 31158
Billings MT 59107
252-0997 Fax 252-5697

Billings Central

Catholic High School

3 Broadwater Ave
Billings MT 59101
245-6651 Fax 259-3124

St. Francis Upper

205 N 32nd St
Billings MT 59101
259-5037 Fax 259-7891

St. Francis Intermediate

1734 Yellowstone Ave
Billings MT 59102
656-2300 Fax 656-2301

St. Francis Primary

511 Custer Ave
Billings MT 59101
259-6421 Fax 245-0176

www.bcs@billingscatholicschools.org

First Request Date: Previous School:

Second Request Date: Street Address:

Records Received Date: City/State/Zip

School Phone Number: School Fax Number:

The following student(s) enrolled in _____.
School Name:

<u>Student's Name</u>	<u>Date of Birth</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please transfer the applicable records, for the listed student(s), as soon as possible:

- ✓ Grade Transcript
- ✓ All Health Information (Including Immunization)
- ✓ Gifted and Talented Records
- ✓ Special Education Records (Including Psychological Testing and Current IEP)
- ✓ Speech Therapy Records
- ✓ Cumulative File
- ✓ All Other Information Relevant to the Student(s)

Authorized Party Signature: Date:

Authorized Party Name: (Please Print) Relationship:

Principal Signature: Date:

Registration 2010

Dear Parents,

FACTS Grant & Aid Assessment will be conducting the financial need analysis for Billings Catholic Schools for the upcoming 2010-11 school year.

Families applying for tiered tuition need to complete an application and submit the necessary supporting documentation to FACTS.

If parents filing separate tax returns share the responsibility of tuition payment, each parent must submit a FACTS application with their own tax return. Tuition will be based on each parent's FACTS application.

Deadline for FACTS applications is April 30, 2010. If a FACTS application is not submitted by this deadline, full tuition will be billed until the FACTS application is submitted and verified. No exceptions will be made.

No tier discounts for the 2010-2011 school year will be awarded after Nov. 1, 2010 except for transferring students.

Paper applications are available at each school office and at the Administration Office or applicants can apply online at www.factstuitionaid.com. FACTS Grant & Aid Assessment has provided a self-addressed envelope for you to mail the following information:

1. Signed and completed paper application if you did not apply online.
2. Payment of the \$25 application fee.
3. Copies of your most recent federal tax forms including all supporting tax schedules.
4. Copies of your 2009 W-2 form for both you and your spouse.
5. Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

Please call 252-0997 if you have any questions.

Dulcey Eubank
Business Manager

BILLINGS CATHOLIC SCHOOLS

TUITION POLICY GUIDELINES

Families seeking quality education often consider private schools. These families understand the benefits of a Catholic education – the smaller classes, excellent teaching, close student-teacher relationship, sense of community, and Christian environment. They are also aware of the costs, and many parents are justifiably concerned about their ability to afford a Catholic School. The Billings Catholic Schools are committed to educating a socio-economically diverse student body. Our tiered tuition structure is designed to promote this goal.

Catholic school education is a choice for families. The school, parishes and the families make significant financial sacrifices to support this choice. Our policies and philosophy attempt to ensure that each family is subject to the same guidelines as we evaluate the needs of your family relative to the needs of other families in our school.

Financial assistance is provided by the parishes and schools to reduce the cost of our Catholic school education.

PAYING TUITION

You may choose from several payment options; cash, check, credit card, or monthly installments.

- ◆ **A \$50 discount is offered if tuition is paid in full by July 15, 2010.**
- ◆ Monthly installments are paid directly to Billings Catholic Schools by electronic withdrawal from a savings or checking account. A loan agreement is set up bearing an interest rate of 7% annually.
- ◆ **A \$30 discount is offered if loan arrangements are made by July 15, 2010.**
- ◆ Payment by credit card requires an additional 4% convenience fee to cover our cost in credit card processing.

- ◆ **A \$30 per month late fee will be assessed if tuition arrangements are not completed by August 1, 2010.**

No student shall be issued a class schedule, nor shall he or she attend classes or any sports practices or extra-curricular activities unless all matters pertaining to tuition have been completed. No exceptions will be made.

TUITION REFUND

Refunds in tuition shall be made in a timely manner **by semesters**. If a student has been enrolled for **any part of a semester**, no refund shall be made for that semester. Refund shall be made for the remaining semester.

TUITION DEFAULT

Tuition payments are made by automatic withdrawal from a checking or savings account on the 15th of each month. If funds are not available on the 15th, a **\$30** late fee will be assessed and a second withdrawal attempt will be made on the 25th of the month. **Default of tuition payment will forfeit the student's opportunity to attend Billings Catholic Schools. Tuition must be current at the end of first semester in order for students to begin second semester.**

Registration for the 2010-2011 school year will not be processed if any fees from the previous school year are in arrears including tuition, day care, bus, etc.

Please see back of this page for FACTS information.

Billings Catholic Schools Information

Preschool Information

St Francis West Preschool and Preschool Care 2821 Augusta Lane Billings, MT 59102 256-3562
Preschool 5 day program for 4-year olds Monday – Friday **a.m. only** Class Schedule 8:20 a.m. to 11:00 a.m.
3 day program for 4-year olds M W F **p.m. only** Class Schedule 12:20 p.m. to 2:50 p.m.
2 day program for 3-year olds T & Th. **p.m. only** Class Schedule 12:20 p.m. to 2:50 p.m.
Care is available before and after class as well as on the days they are not in class.
Age cut-off date for preschool September 10

St Francis Primary Preschool and Preschool Care, 511 Custer Ave Billings, MT 59101 254-7548
Preschool 5 day program for 4 year olds Monday – Friday **p.m. only** Class Schedule 12:20 p.m. to 2:50 p.m.
3 day program for 4-year olds M W F **a.m. only** Class Schedule 8:20 a.m. to 11:00 a.m.
2 day program for 3-year olds T & Th **a.m. only** Class Schedule 8:20 a.m. to 11:00 a.m.
Before Care is available for students preschool through grade 2 Schedule 6:45 a.m. to 7:50 a.m.
After Care includes snacks, indoor and outdoor recreation, crafts and quiet time. Schedule 2:50 p.m. to 5:30 p.m.
Age cut-off date for preschool September 10

K-12 Information

St Francis Primary Kindergarten, Grades 1-2 Principal Karen Petermann 511 Custer Ave Billings, MT 59101 259-6421
Age cut-off date Kindergarten: September 10 Class Schedule 8:20 a.m. to 2:50 p.m.
Please see above for Before Care and After Care information

St Francis Intermediate Grades 3-4-5 Principal Chris Read 734 Yellowstone Billings, MT 59102 656-2300
After school day care for students grade 3-4-5 available Class Schedule 8:10 a.m. to 2:55 p.m.
After Care includes snacks, indoor and outdoor recreation and quiet time. Day Care Schedule 2:55 pm. to 6:00 p.m.

St Francis Upper Grades 6-7-8 Principal Jim Stanton 205 N 32nd St. Billings, MT 59101 259-5037
Band is available grade 6-7-8 Class Schedule 8:10 a.m. to 2:55 p.m.
An organized sports program is available for grades 6-7-8
Grade 6 offers cross-country.
Grades 7 - 8 offer football, volleyball, wrestling, cross-country, basketball and track.

Billings Central High School Grades 9-10-11-12 Principal Shel Hanser 3 Broadwater Billings, MT 59101 245-6651
Please see our website for activities www.billingscatholicschools.org Regular Class Schedule 8:10 to 3:05 p.m.

Registration Fee per student: One registration fee is due at registration. Registration fees for additional students will be due and payable when making tuition payment arrangements. Registration fees are non-refundable*

St. Francis Primary and St. Francis West is \$115.

St. Francis Intermediate is \$140.

St. Francis Upper is \$195.

Billings Central High is \$305.

***All but \$115 of any registration fee may be refunded if the student does not attend and the Billings Catholics Schools Administration Office/School has been informed BEFORE THE FIRST DAY OF SCHOOL August 25, 2010.**

Hot Lunch On site hot lunch is provided. Children may purchase hot lunch each day or in advance. Pre-payment forms will be mailed home by July 15th for those families wishing to avoid a waiting line on the first day. Applications for free and reduced lunches will also be sent at this time.

Bus Registration forms will be mailed home by **July 15, 2010**. **Registration forms are due by August 15, 2010**. Students must be signed up for service in order to use the bus. Billings Catholic Schools contracts its bus service. Loop bus service is available between school buildings. We can't guarantee service to every address. We try to accommodate as many families as possible.

Principal's Approval	
BCHS _____	SFU _____
SFI _____	SFP _____

BILLINGS CATHOLIC SCHOOLS REGISTRATION FORM

For Office Use	
Amount paid _____	Date Rec'd _____
Paid CC _____	Paid Cash _____
Paid Check# _____	
\$115 SFP \$140 SFI \$195 SFU \$305 HS	
Reg. form sent to:	
BCHS __ SFP __ SFI __ SFU __	
Received by _____	

Date: _____ Parent Name _____

Student Last Name _____ Student Address _____ Zip _____

Resides with: ___ Mother & Father ___ Father ___ Mother ___ Guardian ___ Other (please specify) _____

Legal Custody: ___ Mother & Father ___ Father ___ Mother ___ Guardian ___ Other (please specify) _____

Father, Stepfather or Guardian

Name _____

Home Address _____

Receives mailings Yes _____ No _____

Home Phone _____

Occupation _____

Employed By _____

Work Phone _____ Cell Phone _____

E-Mail Address _____

Initial to receive the weekly newsletter by e-mail. _____

OK to pick up child Yes _____ No _____

Mother, Stepmother, or Guardian

Name _____

Home Address _____

Receives mailings Yes _____ No _____

Home Phone _____

Occupation _____

Employed By _____

Work Phone _____ Cell Phone _____

E-Mail Address _____

Initial to receive the weekly newsletter by e-mail. _____

OK to pick up child Yes _____ No _____

Request preschool packet by checking this box

<u>For Grades K--12:</u> Student's Name (Last, First, Middle)	Social Security Number	Grade 2010-11	Sex	Birth Date	Ethnic Code ***
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

*****ETHNIC CODES:** **AI** American Indian or Alaskan Native **A** Asian **PIH** Pacific Islander/Native Hawaiian
B Black **W** White **H** Hispanic

(Ethnic group information is requested **only** for the purpose of reporting to the National Catholic Education Association regarding the student population served by the Billings Catholic Schools. Thank you!)

Please return this form with one registration fee. Only one registration fee is required at this time. The remaining registration fees will be due and payable when making tuition payment arrangements. Registration fees are non-refundable.

I have read and understand the attached Scrip information and I am aware of the required Scrip contribution for the 2010-2011 school year.

Please initial

Father's religion: _____ Mother's religion: _____

I am registered, contributing, and active in _____ parish.
Parish Contact Form **MUST** be submitted before registration is complete.

I am not registered in a Billings Catholic parish.

Name of public school child would attend _____

If transferring, name of school previously attended _____

Person financially responsible for student:
If applying for tiered tuition, this person is required to submit a FACTS application.

Name Street Address City & State Zip Home Phone

Unless indicated below, your student(s)/family name **will be** included in the school directory and pictures **may be used** for school purposes.

(initial) **DO NOT INCLUDE** our family in the school directory.

(initial) **DO NOT USE PICTURES** of my student(s) for school purposes.

If you **would** like to be included in the school directory, please indicate how you would like your information to appear.

Parent Name _____
Address _____
Phone _____
Students _____

Second listing if applicable:
Parent Name _____
Address _____
Phone _____
Students _____

If answering yes to any of the following questions, please specify to which student the information applies.

Does the student have any special education record (testing, current IEP/service plan, etc.)?

Yes _____ No _____ Specify: _____

Has the student ever been suspended, expelled or been on academic probation at any school?

Yes _____ No _____ Specify: _____

Has the student been involved with the Juvenile Justice System? Yes _____ No _____

Specify: _____

BILLINGS CATHOLIC SCHOOLS **SCRIP PROGRAM**

We're pleased to share some exciting news about Billings Catholic Schools' Scrip fundraising program. Scrip is the fundraising program that works while you shop.

Scrip simply means "substitute money" – in other words, scrip is gift certificates from national and local retailers. They are the same gift certificates that you buy at the store.

How does it work?

Billings Catholic Schools purchases the scrip cards at a discount. You purchase and spend the cards at face value. The difference between the discounted purchase price and the face value is the fundraising revenue to our system.

Why is there a required contribution amount for all BCS families?

Our school gets a regular, more reliable source of revenue.

You get a powerful fundraising alternative that involves *no selling*... You put your regular household shopping dollars to work. You earn money without spending a single additional penny. Just spend your regular shopping dollars with scrip at the stores that participate in the scrip program. Scrip can be used for just about everything from gas, groceries, food, clothing, entertainment, travel, and even dining out.

What is the required contribution amount for the 2010-2011 year?

The required contribution amount for the 2010-2011 school year is \$250 per family. Each fiscal earning period begins on June 1st and ends on May 31st. The amounts do not carry forward from year to year. In addition, you may earn a tuition credit if you reach \$250 in profit. You will receive 50% of every dollar over \$250 as a tuition credit. Remember you may involve your friends and families and have their profit credit your account.

Is participation mandatory?

No. You may opt out by choosing to pay the required contribution amount with your tuition.

Is the required scrip contribution amount pro-rated if your child is enrolled after the start of the school year?

Yes, the pro-ration is as follows:

- For students accepted between June 1st and October 15th the annual requirement is not reduced.
- For students accepted between October 16th and January 15th the annual requirement is reduced by 25%.
- For students accepted between January 16th and April 15th the annual requirement is reduced by 50%.
- or students accepted after April 15th the annual requirement is eliminated.

We will be holding a series of brief information meetings about our scrip program when school starts in the fall, and we urge you to attend. We will go over facts about scrip, answer questions, and provide you with helpful hints to get started. To download an order form or to get information about how to order scrip online visit the scrip link at www.billingscatholicschools.org.

Email: scrip@billingscatholicschools.org

EMERGENCY INFORMATION
(Please complete one form for each child. **PLEASE PRINT**)

Student Name: _____ Birth Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Grade: _____ Home Room: _____

Mother/Guardian: _____
First and Last Name Home Phone Work Phone Cell Phone

Father/Guardian: _____
First and Last Name Home Phone Work Phone Cell Phone

List two emergency contacts who will assume temporary care of your child if you cannot be reached.

1. Name _____ Phone _____
Address _____

2. Name _____ Phone _____
Address _____

Has the student been diagnosed with any mental or physical disabilities or have any medical condition (including pregnancy)?

Yes _____ No _____ If Yes, please explain: _____

May the school staff be notified of this condition? Yes _____ No _____

(HIPPA requires us to get written permission from parent/guardian/or student to share information. By checking the YES box and signing below we have your permission to share information with staff. If you do not wish us to share information, check NO, but still sign below.)

Is student currently taking any medication? Yes _____ No _____

Specify: _____

Please list any medical alerts such as allergies, contacts, etc.: _____

Hospital Preference: _____

Physician's Name: _____

Insurance Company Name, Address, Phone: _____

Group # _____ Policy # _____

If your insurance coverage requires (or if you prefer) a specific provider (Clinic, Dr., HMO), please give the provider's name, address, and phone number: _____

In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize a representative of Billings Catholic Schools to obtain emergency Medical aid for my child. It is also understood that this form will be valid as long as my child is enrolled and any medical expenses will be assumed by the parent or guardian. I understand it is my responsibility to update information on this form as necessary.

Parent/Guardian's Signature

Print Name

Date

