

K-12 Tuition, Tuition Assistance, & Registration Guide



Owensboro Catholic Schools

2017-18 School Year

Contents

Inside this booklet you will find our tuition rates, financial aid opportunities, and payment policies along with other vital information.

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Tuition and Fee Rates

Tuition rates are established annually and are based on factors such as the grade level of the student, the family's membership in a sponsoring Catholic parish, and the size of the family. Tuition assistance is also available to families who qualify. Please see the information beginning on page 2 for more details.

Tuition Matrix – Catholic Students

The multi student discount is applied to the tuition matrix	2 Children	3 Children	4 Children	5 Children	6 Children
	8%	17%	33%	43%	50%

Sponsored Catholic

Number of Students	Grades K-8 Base Tuition – \$3,850			
	0	1	2	3+
Grades 9-12 Base Tuition – \$5,280				
0		\$3,850	\$7,015	\$9,365
1	\$5,280	\$8,400	\$10,775	\$10,910
2	\$9,715	\$11,960	\$12,235	\$12,450
3	\$13,150	\$13,195	\$13,420	\$13,695

Non-Sponsored Catholic

Number of Students	Grades K-8 Base Tuition – \$4,400			
	0	1	2	3+
Grades 9-12 Base Tuition – \$6,110				
0		\$4,400	\$8,065	\$10,765
1	\$6,110	\$9,670	\$12,375	\$12,545
2	\$11,245	\$13,795	\$14,085	\$14,320
3	\$15,215	\$15,230	\$15,465	\$15,765

Tuition Matrix – Non-Catholic Students

Tuition per Student	Grades K-8	Grades 9-12
	\$6,050	\$8,800

What does tuition cover?

- Educational costs
- Academic planner (Grades 6-12)
- Assemblies
- Guest speakers
- Guidance programs
- Pastoral services
- Online grade access program

OCMS Curriculum Fee

The OCMS Curriculum Fee of \$150 is designed to help defray the cost of providing needed curriculum resources and access to critical assessments that help monitor academic growth. The following is an approximate breakdown of the Curriculum Fee:

1. Textbook Fees - \$100

- Hardback book rental
- Consumable purchases

2. Elective Courses Fees - \$25

- Quarter classes: PE, Art, Music, Technology (or)
- Band (or)
- Study skills

3. Testing Fees - \$25

- ACT Aspire exams

OCHS Curriculum Fee

OCHS course fees are \$3 per class/per semester, with textbook rental being \$10 per class/per semester. These prices serve as a baseline ONLY – actual prices vary widely based on each student's course load.

Billing occurs in October for the first semester and February for second semester.

*All fees and tuition must be paid in full for seniors by April 21, 2017.

*There are additional fees for specialty classes, such as Advanced Placement Courses, Art Courses, Band, etc. These fees vary by course.

What does the \$50 registration fee include?

- Scheduling and reserving a place in classes

What is NOT included in tuition and fees?

- Cost of replacing a lost academic planner (Grades 6-12)
- Cost of replacing damaged iPad/Chromebook or textbooks
- Participation in dances
- Certain field trips
- Bussing fees
- Summer school fees

Tuition Assistance

Expectations for Families Receiving Tuition Assistance

- Actively volunteer in the parish and school community
- Actively participate and support parish and school fundraising activities and events
- Actively support and promote the parish and the school in the greater community

Applying for Tuition Assistance

In 2016-17, more than 90% of Owensboro Catholic families received tuition assistance (parish subsidy funds and/or additional needs-based tuition assistance).

All parish approved Catholic families from our 16 supporting parishes receive tuition support from the parish subsidy. This support is already factored into the set tuition rates.

Additionally, OCS awards tuition assistance based on need. This assessment is conducted by FACTS Tuition Service.

All families who want to be considered for financial aid must complete the online 2017-18 OCS Registration Application/Fee and the online FACTS Financial Aid Application/Fee at <https://online.factsmtg.com/signin/3CZCJ>.

Families must scan or send in all supporting documentation to FACTS as instructed. There is a \$27 fee to apply for tuition assistance, paid directly to FACTS, which is an independent company that processes the application and supporting documentation in order to produce a needs assessment report for OCS. Tuition assistance allocations are based on the needs assessment report.

If you need assistance filing electronically, contact the OCS business office at 270-686-8896.

Notification of tuition assistance will occur within 30 days of the date of submitted tuition assistance application/fee (with supporting documentation) and registration application/fee.

FACTS Tuition Assistance - Process and Requirements

FACTS Management makes quality education affordable for families by assisting schools in awarding financial aid. FACTS works with schools to create a custom application and collect financial data so schools can make accurate award decisions based on financial need.

After completing the online application, you will need to upload or fax all required supporting documentation. Uploaded documents must be in PDF format and the size of each document must be less than 20 MB. If you are unable to upload, fax the required documents to 866-315-9264. Please DO NOT use your mobile device to photocopy required documents due to problems with legibility.

The following supporting documents are required to complete the application process:

- Copy of the most recent IRS Federal Form 1040, 1040A or 1040-EZ U.S. Individual Income Tax Return (the year of the tax return depends on the tax requirements of the school). If applicant and co-applicant file separately, we require both tax returns for the same tax year. We do not require State Tax Returns.
 - Copies of all the current year W-2 Wage and Tax Statements for both the applicant and co-applicant.
NOTE: If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available.
 - Copies of all supporting tax documents if you have business income/loss from any of the following:
 - Business** – Send Schedule C or C-EZ and Form 4562 Depreciation and Amortization
 - Farm** – Send Schedule F and Form 4562 Depreciation and Amortization
 - Rental Property** – Send Schedule E (page 1)
 - S-Corporation** – Send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825
 - Partnership** – Send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
 - Estates and Trusts** – send Schedule E (page 2), Form 1041 and Schedule K-1
- *IMPORTANT: If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your current year Federal Form 1040 Tax Return.*
- Copies of all supporting documentation for household Non-Taxable Income such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF). If you do not file a tax return, you are required to provide documentation of all income received.

**All documentation received is imaged upon receipt and then destroyed.*

You may login to your FACTS user account to review the status of your application. Please allow 2 weeks processing time from the date you provided the supporting documents before inquiring further about receipt and/or status of the uploaded or faxed documents. Application deadlines are set by the institution awarding the scholarships. If you are applying after the deadline, please contact your school to ensure that your application will be accepted.

NOTE: Award decisions are made by the institution providing the scholarship, not FACTS.

Additional Tuition Assistance Opportunities

FACTS Tuition Assistance Appeal

After your tuition assistance has been awarded, families may choose to appeal for additional assistance. Families should complete the appeal process if they have additional financial need or there are extenuating circumstances (loss of job, illness, emergency situation, etc.) since the submission of the initial application. In such situations, families are required to complete a FACTS appeal application, and any new circumstances will be considered and evaluated by FACTS. Awards are granted based on financial need and the availability of tuition assistance funds for the current school year.

Service Work-Study Grant (New for 2017-18)

Families who have applied for tuition assistance, completed the appeal process, and still demonstrate financial need are eligible to apply for the Service Work-Study Grant. Families who are able to give their time and talents and agree to provide volunteer services based on the needs of the school are encouraged to apply for this grant opportunity. Awards are based on financial need and the agreed upon service to the school. Please contact the OCS Central Office to apply for the Service Work-Study Grant.

Emergency Assistance Grant (New for 2017-18)

Families who have applied for the Service Work-Study Grant and still demonstrate financial need based on extenuating circumstances are eligible to apply for the Emergency Assistance Grant. Awards are granted based on financial need and the amount of emergency assistance funds available for the current school year. Please contact the OCS Central Office to apply for the Emergency Assistance Grant.

Payment Options and Policies

OCS has contracted with FACTS Management Company to provide families with automatic payment deduction plans from a checking or savings accounts.

Payments can be deducted monthly, quarterly or semi-annually, and credit card payments can be arranged.

Payment Policies

- Checks and money orders should be made payable to Owensboro Catholic Schools.
- Tuition payments made in full prior to July 14, 2017, are entitled to a 3% discount.
- Returned check fee of \$30 will be assessed for all returned checks. If a check is returned, future personal checks may not be accepted.
- Deadline to set-up with FACTS is 10 business days before the payment date for automatic payments.
- Payments can be made over 10 or 12 month periods, quarterly, or semi-annually, and credit card payments can be arranged. The final payment must be made by April 20, 2018 for seniors and the end of May for all other students.

Delinquent Accounts

- Contact the OCS business office immediately if you are experiencing financial difficulties and need to make changes to your payment plan. Fees will be charged by FACTS for late or missed payments.
- Students with an outstanding past due balance at exam time will be allowed to take exams, but the exam grade will be entered as a zero until the past due balance is paid.
- Payments must be current at the end of each quarter in order for students to receive their grade cards. InfoSnap access will be blocked for all students who have a balance due or are behind on their agreed upon payments by two or more payments.
- OCS reserves the right to prevent a student from returning after the quarter if payments are not current.
- If there is a balance remaining at the end of the year, students cannot return for the following year until the balance due is paid in full; they will be withdrawn.
- Transcripts will not be released for students who have a balance due.
- Payment must be received in full by April 20, 2018 for the class of 2018 seniors to participate in graduation and receive their diploma/transcripts.

Withdrawals, Late Admissions, and Refunds

- Registration fees and finance charges are non-refundable, even if a student withdraws or does not attend the school.
- Transcripts, grade cards, and diplomas will not be released until all balances due are paid in full.
- Incoming students will be charged the full tuition and fees for a quarter they enroll in, even if only attending a portion of the quarter.
- Outgoing students will be charged the full tuition and fees for a quarter if exiting after the first 5 full school days of the quarter. The charge for the tuition and fee is based on the total base tuition and fee, divided by the four quarters of the school year.

SCRIP Program

As a condition of enrollment, all OCS families agree to generate at least \$175 in profit through the use of the SCRIP program. Once this goal amount is met, families then earn 75% of all profit earned.

Families must select how they would like to have their rebates refunded. This choice is made by you during the registration process.

How does SCRIP work? Here is an example: You purchase a \$100 gift card for \$100. This gift card offers a 5% rebate. You just earned \$5 toward your \$175 goal! Every purchase has a % rebate. This rebate gets “banked” into your family account until the end of the school year; then it is refunded to you based on your selection (cash back, apply to next year’s tuition, give to another family, give to parish, etc.)

SCRIP cards can be purchased at the OCS Central Office or E-SCRIP cards can be purchased online in the convenience of your own home using the ShopWithSCRIP Program. Please contact Keith Osborne for details about the SCRIP Program at (keith.osborne@owensborocatholic.org) or 270-686-8896.

Kroger Rewards Program

You can register your Kroger Plus card at www.krogercommunityrewards.com and a percentage of your purchases will support Owensboro Catholic Schools.

Kindergarten Enrollment Requirements

Owensboro Catholic K-3 Campus

Beginning with the 2017-2018 school year, Kentucky Law is changing the age cutoff date for students entering Kindergarten. The provision states:

- A child who becomes five (5) by August 1 may enter primary school (Kindergarten) in accordance with KRS 158.031.

In the past the law stated that a child who becomes five (5) by October 1 could start school. **The K-3 Campus will follow the new law.** However, parents may request early enrollment. Please read below for details and requirements.

Parents who want to start a child in Kindergarten, whose birthday is between August 1 and October 1, will be considered for our Early Enrollment Kindergarten Program.

The following process shall be used when determining if this request will be granted:

1. A telephone interview will be conducted with the parent to gain parent perspective and input.
2. If the student attended preschool, the preschool teacher will be asked to fill out a student questionnaire.
3. The Learning Specialist will use appropriate measures to screen the student to determine the level of developmental, academic, and social readiness.

Additional Early Enrollment Kindergarten Program Information

*** Please note the following applies to all students who are admitted into our Early Enrollment Kindergarten Program.**

- Early Enrollment Kindergarten students will go to Kindergarten Transition or repeat Kindergarten the following year.
- If the teacher and administrator feel that the student is developmentally not ready, the student may need to withdraw from the program until the following year.
- If an Early Enrollment Kindergarten student withdraws due to the above circumstances, all tuition and fees will be reimbursed.

Required Documents for All Kindergarten Students

- Baptismal Certificate (if applicable)
- Birth Certificate (original): The school will make a copy for the school file.
- Social Security Card (original): The school will make a copy for the school file.
- Kentucky Immunization Form
- Kentucky Medical Examination Form: This physical may be obtained anytime within one (1) year prior to entry in KN.
- Kentucky Eye Examination Form: This form may be obtained anytime within one (1) year prior to entry in KN.
- Kentucky Dental Screening/Exam Form: This screening/exam should be completed by January 1st of the first year of school enrolled.

Extended Day Program K-6

Goals and Objectives

The goal of the Owensboro Catholic Elementary Extended School Day Program is to provide a safe after school environment conducive to both the social development and the academic achievement of participating students.

The objectives of the program are:

1. To develop good after school study habits through homework and tutorial assistance.
2. To provide opportunities for students to interact socially with other students through structured activities.

Statement of Non-Discrimination

No child shall be refused admission to the program because of sex, race, color, nationality, religion, or ethnic origin.

Admission

Admission into the program shall be open to students and families of Owensboro Catholic Elementary K-3 Campus and Elementary 4-6 Campus. Students admitted to the program must be in compliance with all admission and health regulations.

Parents sign-up their child(ren) during registration in March.

Operation and Cost

The program operates each day school is in session from 2:30 – 5:30 PM except for the last day before Christmas Break and the last day of the academic school year. For the safety of the students, parents, and the caregivers, the program will be closed when school is dismissed early due to inclement weather.

Fees for the extended school day are as follows:

There will be only **THREE OPTIONS** for paying for enrollment in the Extended School Day Program:

- 1. PAY IN FULL on or before Friday, July 14, 2017.**
- 2. PAY ½ on or before Fri., July 14, 2017 and the second ½ by January 12, 2018.**
- 3. Via FACTS – This will be deducted from your designated account along with your tuition.**
- 4. Payroll Deduction – Available to OCS employees only.**

	1 Child	2 Children	3 Children	4 Children
FULL-TIME 3 or more days per week	\$1,150	\$1,824	\$2,498	\$3,172
PART-TIME 2 days per week	\$753	\$1,507	\$2,260	\$3,013
PART-TIME 1 day per week	\$377	\$753	\$1,130	\$1,507

ALL children enrolled, full-time or part-time, will be charged the full cost regardless of attendance.

*Parents must designate the day(s) of the week the child will be staying if they are Part-time.

Delinquent accounts may result in the child(ren)'s dismissal from the program.

A late pick up fee of \$5.00 will be assessed for the initial five (5) minutes after 5:30 and \$1.00 for each additional minute. Two (2) or more late pick-ups may lead to dismissal from the program.

Dates of Program Closure

The program is **closed** the following days:

- Day before Fall Break
- Christmas Break
- Spring Break
- Last Day of School
- Day of the Christmas Program (K-3 Campus)
- Day of the Grandparents Day Program (K-3 Campus)

Important Dates for Enrollment, Registration, and Tuition

Re-enrollment Process for Current Families

The 2017-18 re-enrollment process for current families is just around the corner. Please review the steps below to successfully re-enroll your students for the 2017-18 school year.

February 20

K-12 Tuition, Tuition Assistance, and Registration Guide

Review the K-12 Tuition, Tuition Assistance, and Registration Guide. It will outline all the details of enrolling your child at OCS for 2017-2018. This document will be emailed to all current families on Monday, February 20.

March 6-17

Current Family Re-enrollment

Complete the online registration application/fee and the online FACTS tuition assistance application/fee (if you choose to apply). The online registration and tuition assistance applications will be available from March 6 .

Families will receive notification of their tuition assistance award within 30 days of the submission date of the online registration application/fee and online FACTS tuition assistance application/fee (with supporting documentation).

Priority will be given to:

1. families who complete the online registration application/fee and online tuition assistance application/fee (with supporting documentation) by Friday, March 17

Summary of Important Dates

March 6-17

Early Registration for **Current Families** who would like to apply for tuition assistance (\$50 registration fee is applied to tuition).

March 20

Open Enrollment for New Families (\$50 registration fee is applied to tuition).

March 20-31

Regular Registration for Current Families (\$50 registration fee is not applied to tuition).

April 3

Late Registration for Current Families (\$75 late registration fee is not applied to tuition).

June 1

- Deadline for online registration (if not completed, students can not participate in extracurricular activities-online registration application, fee, and parish verification).
- Deadline to activate FACTS account for a 12 month payment plan.

July 14

Deadline for full tuition payment to receive the 3% discount.

August 1

Final deadline to pay tuition in full or to activate a FACTS account for a payment plan (2% penalty will be assessed if not completed by this date).

2. families who are members of a Catholic parish
3. families with the greatest financial need

*To ensure the greatest opportunity for tuition assistance, it is important for families to complete the application process by Friday, March 17.

To complete the re-enrollment process, tuition must be paid in full or a payment plan must be set up on FACTS.

March 20

New family registration begins (\$50 Registration fee is applied to tuition).

2017-18 Important Calendar Dates	
First Day of School August 9	Catholic Schools Week January 28-February 3
Fall Break October 9-13	Holy Week April 13-16 <i>*no athletic or extracurricular activities</i>
Christmas Break December 18-January 1	Last Day of School May 16
Spring Break April 2-6	

New Family Registration Process

1. Complete online registration forms for all students. **
2. Pay the \$50 (per family), non-refundable registration fee online by March 17 for current families. Your registration fee does not get applied to tuition after March 17, 2017 and a late fee is applied after March 31, 2017. New families will have their \$50 registration fee applied to tuition.
3. Confirm parish sponsorship (responsibility of the parent or guardian).
4. If applicable, complete the FACTS Tuition Assistance Application by March 17, 2017 for current families and March 30, 2017 for new families.
5. If not paying in full, complete the online FACTS payment plan set up.
6. If paying in full, pay the 2017-18 tuition by July 14, 2017.
7. Turn in all relevant paperwork to school site i.e. birth certificate, physicals/medical exams/immunization records, baptismal certificate (if applicable), etc.

** *New students enrolling in OCHS or OCMS, if not a transfer from a Catholic middle school or grade school, must FIRST schedule an interview with OCHS Assistant Principal Kurt Osborne (270-684-3215; kurt.osborne@owensborocatholic.org) or the OCMS Principal David Kessler (270-683-0480; david.kessler@owensborocatholic.org).*

Frequently Asked Questions

Thank you for your interest in Owensboro Catholic Schools. Being new to the Catholic Schools, we would like to address some common questions.

What does parish-sponsored mean?

- The parish sponsorship is renewed each year.
- For Catholic families who are currently members of an OCS sponsoring parish, we encourage you to inform your parish pastor of your intent to enroll your child in the Owensboro Catholic Schools and inquire what is involved in receiving parish sponsorship. Each parish is responsible for their requirements for a family to be parish-sponsored for the Owensboro Catholic Schools. Generally, it involves your family being active in parish life and utilizing time, talent, and treasure.
- Each of our sponsoring parishes contributes funds (totaling \$3 million) to the Owensboro Catholic Schools on behalf of the students from the parishes, which allows the parish sponsored tuition rate to be lower than those non parish sponsored.
- A voucher is given by the parish office to the family, which then is submitted to the OCS office.

Which parishes are OCS sponsoring parishes?

St. Anthony – Browns Valley
Blessed Mother – Owensboro
**St. Stephen Cathedral/
Blessed Sacrament** – Owensboro
St. Augustine – Reed
Our Lady of Lourdes – Owensboro
Sts. Joseph and Paul – Owensboro
St. Mary Magdalene – Sorgho
Precious Blood – Owensboro
St. Pius X – Owensboro
St. Alphonsus – near Mt. Saint Joseph
The Immaculate – Owensboro
St. Elizabeth – Curdsville
St. Martin – Rome
St. Peter of Alcantara – Stanley

When can I start utilizing the SCRIP program?

The SCRIP year runs from June 1 through May 31. A family must be registered to receive credit.

Will my child be able to ride the bus?

If your family lives in the Daviess County Public Schools district, then your child may ride the bus to and from any Owensboro Catholic Schools site. DCPS determines the bus route and times.

How are the Owensboro Catholic Schools configured?

The Owensboro Catholic Schools are configured into an Elementary K-3 Campus, Elementary 4-6 Campus, Middle School (grades 7-8), and High School (grades 9-12).

What are the benefits to this configuration?

We see the ultimate benefits of such a configuration and collaboration of teaching efforts and faith formation.

- As a school system we are able to align all aspects of what we offer for grade level curriculum and across all

grade levels with curriculum mapping.

- There is greater teacher collaboration and planning in both horizontal and vertical teams.
- Large financial undertakings are possible with the new configuration in maximizing the reach to all our students and the investment in learning for the long run.
- Students are able to have a wide range of friends over the years and thus allowing an easier transition to the middle school and high school.
- Since our schools are structured as the Elementary K-3 Campus, Elementary 4-6 Campus, OCMS and OCHS, it does not matter where you live, we will not have redistricting. It is nice to know where your child attends school is not dependent on your home address. Many families find this reassuring since it does not limit where they may live in relation to the school district.

Since faith is our basis of existence, we find our priests involved in each of our school sites more than ever. The pastors of the parishes who sponsor our schools rotate among the schools to say Mass, the sacrament of reconciliation, and classroom visits. Our students will have their parish pastor at least once a year in their school.

The Owensboro Catholic Schools are proud to provide daily faith formation, academic excellence, championship caliber athletics, and award winning extracurricular activities in the most effective way – by relying on our faith and each other.

I filled out the online Tuition Assistance Application Form. Is there anything else I need to do?

- Yes, you must send FACTS \$27 for processing your application. This fee is paid directly to FACTS.
- You must also mail, upload, or fax your 2015 or 2016 tax return and 2016 W-2's to FACTS in order for your application to be complete. Please note it takes approximately two weeks for FACTS to process your tax documentation and the school cannot process a financial aid award until the tax documentation is received.
- The deadline for current family tuition assistance application is March 17, 2017. The deadline for new family tuition assistance application is March 31, 2017.

Do I need to reapply for financial assistance each year?

Yes. Due to changing family circumstances, financial aid is always reviewed annually. Financial aid applications must be submitted for each school year.

Are there other ways to make tuition affordable?

Yes, we offer tuition rebates through the Scrip program. See page 8.

Contact Information

We look forward to working with you and having your family part of the Owensboro Catholic Schools family!

Enrollment Questions

Keith Osborne

keith.osborne@owensborocatholic.org|
270-686-8896

Financial Aid Questions

Ben Castlen

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270-686-8896

Payment Questions

Kim Johnson

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OCES K-3 Campus

Lori Whitehouse ● Principal

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OCES 4-6 Campus

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OCMS 7-8 Campus

David Kessler ● Principal

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OCHS 9-12 Campus

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Owensboro Catholic Schools share in the mission of the Church in communion with families and parishes to provide excellence in Catholic faith formation and academics which prepare students to become responsible members of family, Church, and community.