



ADMISSION POLICY

For the purposes of the Saint Mary Academy Admission Policy, “Covenant” parishes are defined as Immaculate Conception and Saint Bernadette. The term “parishioner” is defined as an ACTIVE member of one of the Covenant Parishes. An ACTIVE parishioner is one who has a Stewardship Intention card on file with the respective parish office AND demonstrates regular attendance at Mass by putting a weekly envelope in the collection basket at the home Parish twenty six times or more during the calendar year. Monetary contributions are NOT required in the weekly envelope; rather the emphasis is on regular attendance at Mass. When questions concerning ACTIVE status arise, the Saint Mary Academy Admissions Committee will make the determination of status.

ORDER OF ADMISSION

At the time of pre-registration (prior to March 1st), Saint Mary Academy will use the following order of priority for admission to the school. Once a grade level is full, all remaining pre registered students will be placed on a waiting list and will be admitted as openings become available. The order of priority in admission is as follows:

1. Children currently enrolled at Saint Mary Academy (Preschool – Grade 8) and their siblings;
2. Parishioners of Covenant parishes with children not yet attending Saint Mary Academy;
3. Parishioners of parishes other than Covenant Parishes;

4. Families who are not Catholic.

Those who fall into categories 3 and 4 above may make an annual deposit (prior to December 31) of \$500 that will give admission priority in their respective category for Order of Admission. The Order of Admission for those making such a deposit will be based on the category above and the date of the first deposit. All enrollment deposits paid on a timely basis will be applied to the first year tuition bill upon attendance at Saint Mary Academy. Funds contributed to Saint Mary Academy as an enrollment deposit are non-refundable.* Failure to remit the deposit annually each calendar year will result in forfeiture of the priority in the Order of Admission s well as all enrollment deposits previously paid.

For students enrolled at Saint Mary Academy, the above priority for admission will be followed until March 1st of each year. After that date admission will be based on the date of pre registration. Openings will be filled on a first-come, first-serve basis, regardless of religion, race, color, disability, ethnic origin or status of parishioner.

A student entering Saint Mary Academy in grades K-8 may be evaluated through a readiness test, a conference with the parent, and/or reports from the previous year's teachers. Students will be admitted on a probationary basis for a period of one year. Regular examinations will determine if the student is making satisfactory academic, behavioral, and social adjustment.

*In the event insufficient space is available on the first year of desired enrollment, a refund can be granted or funds can be left with Saint Mary Academy to remain on the Order of Admission list for future years

ADMISSION OF SPECIAL NEEDS STUDENTS (Archdiocesan Policy 6430)

Prior to admitting a student with a diagnosed disability, Saint Mary Academy must consider:

1. The severity and degree of the disability;
2. The level of support needed from special services and/or special equipment the student may require;
3. The number of students with disabilities currently enrolled in an assigned class. It is recommended by the Archdiocese that no more than 10-15% of students with disabilities be enrolled in any one classroom;

4. The school's resources such as available support personnel, class size, accessibility of school facilities, etc.

Saint Mary Academy officials have the right to decide if its program will best meet an individual child's special learning need.

AGE OF ADMISSION

Children shall be five years of age by October 1 of the current school year to enter Kindergarten. Children shall be six years of age by October 1 of the current year and must have attended a certified kindergarten or comparable preparatory program to enter first grade.

VISION EXAMINATION

Effective with the 2004 - 2005 school year, Archdiocese of Louisville Catholic elementary schools require proof of a vision examination by an optometrist or ophthalmologist be submitted to the school no later than January 1 of the first year that a three (3), four (4), five (5), or six (6) year old child is enrolled. Vision examination information may be reported on the Kentucky/ Archdiocese of Louisville Eye Examination Form for School Entry.

REGISTRATION

At the time of initial registration, the parent or guardians must provide a baptismal certificate (if applicable), a birth certificate (from the Office of Vital Statistics) and a social security card for the child. If a certified birth certificate is not provided within 30 days of registration, the school must refer the family to the Kentucky State Police Missing Child Center and local law enforcement officials for a missing person investigation.

Two registration dates are determined each school year: Pre-registration in February and Registration in August. Pre-registration is held for all new students grades Pre-K through Eight. Students currently enrolled in school may pre-register via a form, which is distributed prior to the pre-registration date confirming re-enrollment intentions. **A voided check with a completed Payment Authorization form and the \$100 non-refundable pre-registration fee per child is due prior to March 1.**

Final registration for all students will take place in August. Packets containing the necessary forms and information are distributed prior to the registration date. Forms and fees are collected the day of the actual registration. Additional information is also distributed to parents and guardians on that day. The precise

dates for registration will be publicized via the school newsletter and the Immaculate Conception and Saint Bernadette church bulletins.

TUITION & FEES

TUITION

Tuition is charged for all students. Families interested in enrolling students at Saint Mary Academy will receive notification of tuition rates. A school budget is set and approved by the Board of Directors. This budget is regulated by the Archdiocese of Louisville Chart of Accounts and monitored by the Saint Mary Academy Finance committee.

TUITION CATEGORIES

Tuition rates will be established annually. The three Tuition Classifications are as follows:

Tuition rate for registered, active parishioners of Covenant parishes;
Tuition rate for registered,
active parishioners of parishes other than Covenant parishes;
Tuition rate for parishioners who do not meet the requirement
for ACTIVE parishioner status and families who are not Catholic.

Tuition assistance is available to Immaculate Conception and Saint Bernadette parish families who have children in the school and meet the qualification guidelines of the Archdiocese of Louisville. A form must be filed for all families seeking tuition assistance. These forms are available in the spring from the school office. Alternative forms of tuition assistance are available to those who qualify through the school and outside sources.

All families must be current with tuition and fees before a child can register for the school year. All fees of exiting students and graduates must be paid in full before records will be transferred to other schools. Tuition for eighth grade students must be completed in May for students to participate in graduation ceremonies.

TUITION PAYMENT OPTIONS

The following options are available for tuition payment:

1. Parents or guardians who remit payment of the full yearly tuition prior to or on the registration date will receive a discount beginning in the fall of 2008.

2. Parents or guardians must submit the pre-authorization form along with a voided check so that monthly tuition payments may be made electronically for the ten months from August through May.

LATE TUITION

If tuition payment is overdue in excess of ten days, the family will be notified. Parents or guardians are expected to contact the school Principal in advance if unable to meet financial obligations to the school.

PROCESS FOR LATE TUITION NOTICE

The principal monitors reports for delinquent accounts;

If a payment is reported 20 days late, the parents or guardians will receive a phone call from the principal requesting immediate payment or a plan of repayment of the past due account;

If the tuition obligation is not fulfilled by the agreed upon terms, penalties up to and including the removal of the student(s) from class will be implemented;

The commitment to pay tuition is a binding agreement. Saint Mary Academy will take all necessary action to collect indebtedness.

PENALTIES FOR LATE TUITION

Student will be unable to graduate with class;

Student will be removed from enrollment roster;

Student will be removed from class and subsequently dismissed from school;

Student will not be allowed to attend class until all financial obligations are met;

Student records will not be forwarded to another school until all financial obligations are met.

BOOK RENTAL

A fee covering the cost of classroom supplies, sacramental fees, etc. will be assessed yearly.

Students are held responsible for the careful handling and use of rented books.

Lost books must be replaced and damaged books repaired or replaced. Report cards will be held until lost or damaged books are replaced or repaired.

OTHER SCHOOL FEES

Additional fees such as a book fees, cafeteria fees, room parent charges, P.T.O. dues, etc., will be assessed at Registration.