

2011/2012

Registration Checklist



GRAND TRAVERSE AREA
CATHOLIC SCHOOLS

THE DIFFERENCE IS PRAYER

Enclosed you will find registration materials for the 2011/2012 school year. Please return all required forms promptly to ensure availability. Forms can be returned to the Business/Registration Office at St. Francis High School or to your school secretary. If you have any questions, please call (231)995-8425 or (231)946-0652.

Please check off and return ALL items listed below to the Admissions Office. Thank You!

Registration Forms/Profiles

Students currently enrolled are provided a "Student Profile" to be reviewed, updated and returned **no later than May 2, 2011**. Medical information will be filled out in the Fall after school begins. **Newly** enrolled students must submit a completed Registration Form. **Kindergarten** enrollment requires a birth certificate, 1st DTP immunization date and a \$75 nonrefundable deposit (applied to tuition).

In Good Faith Contract / Tuition Rates

Complete, sign and return this contract. This form identifies that you will pay your tuition; how you will pay your tuition; responsibilities if you claim parish rate; refund information and late enrollment/payment fees. Please be sure to select the parish you are currently registered at in order to receive the Parish Tuition Rate. GTACS conducts periodic checks with the parish to verify your participation. Please contact your parish if you have questions regarding your parish member status.

Information Checklist Form

Please complete the Student Directory and Photo Permission information and return with registration.

Computer Acceptable Use Policy Form

When using GTACS technology, the user must realize that he/she represents the Catholic community, and therefore must uphold Christian, ethical and legal requirements. **All students must read and sign the Acceptable Use Policy form enclosed.** Please include grade level for the 2011-2012 school year in the space provided. **Parental consent is also required with a signature.** Access to GTACS computers will be denied until the completed form is returned.

TCAPS Enrollment for Transportation/SEAS Shuttle (only return if needed)

If you wish to have your child use the Traverse City Area Public Schools (TCAPS) buses, please fill out the Enrollment for Transportation sheet enclosed (one per child). If you wish to have your child use the St. Elizabeth Ann Seton Middle School (SEAS) shuttle either to and from Immaculate Conception School or to and from St. Francis High School, please also fill out this **SAME** form and indicate your preference. **Please note:** These forms will be date stamped as the SEAS Shuttle is available only on a first come, first available basis. Transportation forms will **only** be accepted with a completed re-enrollment or registration packet. You **must register each year** for use of regular or SEAS shuttle transportation.

Volunteer Criminal Background Check Authorization & Release Form

This form is for Kindergarten and new families only. Any person entering our building with the intention to volunteer in any capacity **MUST** fill out this form and be cleared by the Diocese of Gaylord ICHAT program before working with our children. Thank you for helping to ensure the safety of our GTACS children. **A copy of the current driver's license for each volunteer must accompany each form.**

Parish Support

Please make sure you are registered and a participating member of one of our five area parishes (St. Francis, Immaculate Conception, St. Patrick, Christ the King and St. Joseph). This support is based on the parish ordinary income (Sunday collections). By supporting your parish financially and using your assigned envelopes, you support the parish's ability to support the Schools. Your Parish provides the Business Office with verification of your participation. We will contact you if we do not receive verification from your parish. Each year this participation verification is reviewed. Please inform the school if you change parishes during the school year so records can be updated.

A registration packet with missing signatures or information will result in your enrollment being put on hold until all information is complete.

Tuition payment/assistance information on back. ►

Explanation of Tuition Payment/Assistance Opportunities

Tuition Payment

Tuition is to be paid in full by July 1, 2011 or you may submit an application for payment options below which are included with registration packets. You may apply for a grant and then utilize one of the payment programs below to pay for the remaining balance. Payment options include:

Full payment by July 1, 2011, or

Tuition Management Systems (TMS) - Monthly Tuition Payment Plan with 10, 12 month or quarterly payoff

For a fee of \$150, GTACS offers families an optional, easy and secure way of paying tuition on a monthly basis for the 10 month, 12 month, or quarterly option. The annual Monthly Tuition Payment Program is provided by Tuition Management Systems (TMS) which is a payment processing company that charges a fee per family for the convenience of participating in the payment plan. Three payment options are available: automatic debit of the monthly payment from your checking or savings account; monthly payment with a credit or debit card (MasterCard, Discover and American Express are accepted; additional fees apply); or by check. Enrollment Forms are available with each GTACS Enrollment packet or upon request from the Business Office. Monthly invoices will be mailed to you each month. You will also have the ability to access your account online to view your payment status. The Enrollment form should be returned to the Business Office with your Registration forms. (TMS will charge a \$40 late fee 10 days after the payment due date. GTACS cannot waive or reduce this fee.)

Traverse City State Bank loan with 10 or 12 month payoff

Another monthly payment plan option is a 10 or 12 month loan program offered through Traverse City State Bank. The interest rate is fixed at 6.5% (APR). A \$30 loan processing fee is also assessed. Loan applications should be returned with your Registration forms if you intend to obtain a loan. **PLEASE NOTE:** Loan contracts must be finalized at Traverse City State Bank in early **June, 2011** with the first payment due July 1, 2011. The final payment is due April 1, 2012 for the 10 month option or June 1, 2012 for the 12 month option. You have the option of paying your loan payment by phone or credit card (additional fees apply). **Please note on your Good Faith Contract that you are obtaining a loan and the amount of the loan so our records can be updated accurately.** For more information on Traverse City State Bank loans, see the enclosed information sheet or call Ron Hofmeister at TCSB, 995-5550.

Grant Application – Private School Aid Service Form (PSAS)

The GTACS Foundation provides money to families who are in need of tuition assistance. Assistance is available to families with students in grades K-12. Funds are allocated in May based on the PSAS application form. The school will notify you if your application is approved. **Follow instructions for mailing on the form.** Forms returned to GTACS in error will result in a delay in the processing of your application. Failure to include the processing fee with your application will also result in a delay. The priority deadline for processing for current GTACS families is May 2, 2011.

More ways to save!

Tuition Reduction Incentive Program (T.R.I.P.)

By purchasing "gift certificates" equal to cash from participating merchants (i.e.: American Airlines, JC Penney, Sears, Speedway) your tuition account for the next school year is credited with the selected vendor's percentage of savings. Participation can begin after filling out a T.R.I.P. registration form at which time a family number is assigned. For more information, please contact the T.R.I.P. Office at 932-4848 or email at: TRIP@gtacs.org or visit TRIP on the GTACS website at www.gtacs.org. Those who participated in TRIP will receive their credit amount in May, 2011.

Tuition Reduction and Enrollment Expansion Program (TREE)

GTACS families can reduce their tuition AND assist in enrollment by referring **new families** to our school system. As an incentive to attract new families, if a new family enrolls a student in grades K-12 at GTACS, and that family informs the school in writing at the time of registration that they are enrolling due to the efforts of your family, **your family will receive \$200 per new student towards the following year's tuition.** (Maximum of \$600 credit for each new family). For complete details on this program, please contact the Business Office. See GTACS Open House flyers for additional tuition reduction incentives. **Credits earned after October 1st for new student referrals will be applied to the following year's tuition statement. To receive credit for a kindergarten student, the student must be new to GTACS and not have been previously enrolled in Holy Angels Preschool.**