



HOLY CROSS ACADEMY PRESCHOOL  
REGISTRATION FORM 2021-2022

Please return this completed registration form for each child along with a non-refundable registration fee of \$200 and tax-deductible Student Academy Fee of \$350 by February 5, 2021. Student registration forms and required fees received after this date will result in student being placed on a class waitlist. Please make all checks payable to Holy Cross Academy.

Child's Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Sex: male \_\_\_\_\_ female \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mother's Cell Phone: \_\_\_\_\_ Occupation/Company: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Father's Cell Phone: \_\_\_\_\_ Occupation/Company: \_\_\_\_\_

Student's Religion: \_\_\_\_\_ Registered Parish: \_\_\_\_\_

Baptism Date: \_\_\_\_\_ Church: \_\_\_\_\_

Please understand that because our obligation is to accommodate our school families - **priority status for both the 4/Day and the 5/Day will be given to Holy Cross families enrolled, or planning to enroll in grades K through 8.** Current preschool families will have the next priority, then enrollment will be open to the public.

Would you like your child(s) grandparents to receive updates, emails and/or special announcements and communications from Holy Cross Academy?

Grandparents Names \_\_\_\_\_ Grandparents Names \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

email \_\_\_\_\_ email \_\_\_\_\_

**Please note age restrictions when choosing a program:**

\_\_\_ 4 DAY CLASS: 8:15am-11:45am - Monday through Thursday (must be 3 by October 31<sup>st</sup>)

\_\_\_ 5 DAY CLASS: 8:15-11:45am - Monday through Friday (must be 4 by October 31<sup>st</sup>)

\_\_\_ Extended day program\* (optional for 5-day class only) Tuesday and Thursday until 2:00pm

(\*additional fee \$1,320.00)

Please list any allergies, including special precautions or treatments, as well as any special conditions that you feel the school/teacher should be aware of.

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Please list previous preschool classes your child has attended and how long they attended.

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Names, ages and schools of siblings: \_\_\_\_\_

Please list two emergency contacts to notify in the event that you cannot be reached if any emergency or illness occurs at school:

1. Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: Home: \_\_\_\_\_ Cell: \_\_\_\_\_
2. Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**A. TUITION (PLEASE CHECK ONE): Please read and sign attached Tuition Policy**

- \_\_\_\_\_ Tuition will be paid in full by May 15, 2021. (\$50 Smart Tuition registration fee waived)  
\_\_\_\_\_ By credit card through SMART 2.85% convenience fee  
\_\_\_\_\_ By check payable to Holy Cross Academy  
\_\_\_\_\_ Tuition will be paid in 10 monthly installments through Smart Tuition

**B. REQUIRED STUDENT ACADEMY FEE - DUE WITH REGISTRATION: Fully Tax Deductible \$350 per student, capped at \$500 per family applied directly to the school's 2021-2022 operating budget**

\_\_\_\_\_ By credit card (2.2% convenience fee for Visa. 2.6% American Express)

All but convenience fee is tax deductible. You will be invoiced via Parent Square, payable on receipt.

\_\_\_\_\_ I have attached a check for the STUDENT ACADEMY FEE(s).  
Please make check payable to Holy Cross Academy.

**C. REGISTRATION AGREEMENT: (PLEASE CHECK ALL)**

\_\_\_\_\_ I believe that Holy Cross meets the needs of my child and agree to follow and support all policies and procedures of the school and the faculty/staff employed at Holy Cross Academy.

\_\_\_\_\_ I have read and agree to the tuition policy attached to this form.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# Holy Cross Academy

## TUITION POLICY

*2021-2022 Preschool Tuition Rates:*

*4 Day Program \$7,240*

*5 Day Program \$7,900*

The Diocesan Office of Catholic Education states that a *participating family* is one that is actively involved in the life of the parish as demonstrated by attendance at Mass each weekend, financial support through regular use of the weekly envelope or on-line contribution, and volunteer service of time and talent to Holy Cross. Families who request the reduced tuition rate may be asked to attest to their commitment to these principles. This may include an annual assessment of evidence supporting the same, in order for reduced tuition to be granted.

Please note that the actual cost to provide your child with an excellent Catholic education at Holy Cross Academy is approximately \$11,000.00. Like many Catholic and private schools, Holy Cross Academy relies not only on tuition, but also on our community's support. In order to maintain a reasonable tuition rate, Holy Cross Academy has shown that it can depend on the generosity of parents, grandparents, alumni and the community connected to Holy Cross Academy, through their participation in fundraising.

### **Tuition Payments:**

Families are enrolled with SMART Tuition Management regardless of how tuition is paid. There are two methods of payment for the annual tuition. Payment plans begin no later than July.

1. **Full Payment.** Under this plan the entire amount of tuition is paid on or before May 15<sup>th</sup>. This payment may be made directly to the school office or through SMART Tuition Management (SMART enrollment fee is waived when tuition is paid in full by May 15, 2021).  
Tuition may be paid **by check** payable to Holy Cross Academy, or by a **one-time Credit Card payment**. Under this plan the entire amount of tuition is paid through the SMART Tuition Management Plan. This plan is an automatic payment made through your credit card. Those under this plan authorize SMART to deduct a one-time credit card payment. There is a 2.85% convenience fee for credit card use.
2. **Monthly Payments.** Under this plan the tuition is paid monthly (10 equal payments) through the SMART Tuition Management Plan. These plans are an automatic payment plan made through your checking or statement savings account or via credit card. Those under these plans authorize SMART to deduct through their financial institution or charge their credit card automatic payments. SMART charges an annual enrollment fee of \$50.00. There is a 2.85% convenience fee for credit card use.

**Delinquent Payment:** Payments are considered delinquent when they are more than five days in arrears. When this occurs, a reminder is sent by SMART and the Business office. Failure to respond within an additional five days may result in the student(s) being asked not to report to school until the tuition is brought up-to-date. Holy Cross Academy reserves the right to use collection agencies and other legal means to collect unpaid tuitions.

Non-payment of tuition and fees, or the delinquency in their payment, may result in the following action:

Account will be sent to an attorney or collection agency, the cost of which, including all collection costs, agency fees, attorney fees and court costs, is the obligation of each parent, in addition to all amounts owed. The Academy may also elect to report such non-payment or delinquency to credit reporting agencies

Delinquent Tuition from Previous Years: any unpaid tuition from previous years prevents re-enrollment in Holy Cross Academy. Under these criteria a parent must pay all previous outstanding fees prior to enrollment.

Any student delinquent in payments of any type will not receive report cards, transcripts, letters of recommendation, or be allowed to participate in class trips and other extracurricular activities including graduation ceremonies from Holy Cross Academy.

**Delinquent Tuition/Re-Registration:** All students who wish to register for the following school year must have their tuition/fee account current. Any student who has not met their current financial obligation will be put on a waiting list and won't be guaranteed a class position. No exceptions will be allowed.

**Refunds:**

- 1.) **If you are paid in full or have made payments prior to May 15<sup>th</sup> and you withdraw before July 15<sup>th</sup>, you will receive a full refund less a \$350.00 processing fee.**
- 2.) **If you withdraw your child between July 14<sup>th</sup> and the opening of school in September, one month's tuition and a \$350 processing fee will be withdrawn. This applies to whether you have paid in full or made monthly payments over the summer.**
- 3.) **If you withdraw after the start of school and prior to the end of the first trimester, you will be responsible for the full trimester expense plus one additional month's expense. If you withdraw after the end of the first trimester, you will be responsible for the full year tuition payment.**

I have read the above Tuition Policy:

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Parent Name (please print)

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Parent Signature and Date