

# Saint Clement Episcopal School Registration Information 2012-13

**Application Fee (non-refundable):** \$35.00 must accompany this application in order for it to be processed (waived for returning students).

**Registration Fee (non-refundable):** \$75.00 to be paid upon notice that your child has been admitted to the program.

**Tuition Deposit:** One Month's Advance Payment must be paid on or before April 13, 2012. This is your May, 2013 tuition payment. Failure to pay the advance payment by April 13<sup>th</sup> will be considered your withdrawal from the program. A written notification of withdrawal must be received by June 1, 2012 to receive a refund of the advance payment. After June 1<sup>st</sup>, there is no refund of the May advance payment.

**Activity Fee:** \$150.00 due on or before the first class day of the 2012-2013 school year. Your activity fee covers an annual calendar, monthly lunch, school bag, vision testing and enrichment programs.

**Monthly Payments:** Due first class day of each month. **Half-Day (\$600.00); Partial Day (\$975.00); Full Day (\$1200.00).**

Annual tuition has been divided into 9 equal monthly payments. Tuition paid after the 5<sup>th</sup> class day of each month is considered overdue and a late fee (\$30.00) will be applied to your account.

Changes in student status are honored on a space available basis. The School's financial decisions are made based on the number of students enrolled at each tuition level. Therefore, students generally are not able to transfer from partial or full-day status to half-day status.

**Discounts:** St. Clement Episcopal Church parishioners (parishioners who have been active pledging members for a minimum of three months) will receive a 10% tuition discount (with the exception of half-day programs). A 10% sibling discount will be applied to a second child's tuition (again with the exception of half-day programs). Please note only one discount per family will be applied.

A COMPLETED HEALTH FORM, BIRTH CERTIFICATE\*, ENROLLMENT AGREEMENT AND ALL OTHER REQUIRED FORMS MUST BE ON FILE BY THE FIRST CLASS DAY.

\*Please bring your child's original birth certificate to the School Office so we may make a copy for our files as required by law.