



Holy Family Catholic School

2526 Soledad Street
Corpus Christi, TX 78416
(361) 884-9142

www.holyfamilycatholicsschool.net

Sister Marilyn Springs, IWBS

Mrs. Criselda Godines, Secretary

ADMISSION / REGISTRATION PROCESS FOR NEW / RETURNING STUDENTS

Thank you for your interest in attending Holy Family Catholic School (HFCS). The Holy Family Catholic School registration deadline for new students for the 2018-2019 academic year is July 5, 2018, however, applications will be accepted after that date on a first-come, first-serve basis if there is space available.

Step 1: Complete Application / Registration Form and FACTS Online Enrollment, and (If Needed) Apply for a Tuition Grant

*Step 1
Initials*

- Complete the HFCS 2018-2019 Admission / Registration Form (One child per form)
 - Complete Facts Payment Authorization Plan (If necessary apply for a Tuition Grants)
 - FACTS Enrollment & Tuition Grant applications can be completed on-line at the following link:
<https://online.factsmgt.com/signin/45J3V>.
- Apply for a Tuition Grant Assistance (If needed)
 - Holy Family School uses an independent third party, FACTS, to determine eligibility for financial assistance. Tuition assistance may be provided to those with need who qualify on a first-come, first serve basis, keeping in mind that funds are not unlimited. There is a FACTS Tuition Grant application fee of \$30.00.
 - Please apply for a Tuition Grant immediately. **The review process can take 4-6 weeks to complete AFTER all required documents have been submitted to FACTS.** Required Supporting Documents are:
 - Copies of your 2017 Federal tax forms including all supporting tax schedules.
 - Copies of your 2017 W-2 forms for both you and your spouse.
 - Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.
 - All supporting documentation can be uploaded in pdf format online. Documentation can also be faxed to 866-315-9264 or mailed to the address below. **Please be sure to include the applicant ID on all faxed or mailed correspondence.** FACTS Grant & Aid Assessment, P.O. Box 82524, Lincoln, NE 68501-2524.

Step 2: Student Application / Registration Application and Registration Fee (See Bookkeeper Mon – Fri 7:30am-1pm., Other times by appointment only)

*Step 2
Initials*

Please bring the following:

- Completed HFCS 2018-2019 Registration Form
- FACTS Username and Password
- Pay Admission / Registration Fee (see Fee schedule)
- Sign Financial Agreement and Contract (**Must meet with Bookkeeper**)
- Complete After-School Care form
- Complete Background Check Form/ Sign-up for Creating and Maintaining a Safe Environment (CMSE) Class
- FACTS tuition enrollment (Debit Cards-Bank account and Bank Routing number required) (Credit Cards - Visa not accepted. Service fee charged by FACTS for all other credit cards) you will receive general information explaining return payment fees, change of date policy)

Step 3: Parent Overview and Other Necessary Forms (See Secretary at School office)

*Step 3
Initials*

The following are REQUIRED to complete registration:

- Birth Certificate
- Baptismal Certificate (*Catholic Families*)
- Immunization Records
- Social Security Card
- Legal custody/guardianship and/or Protective Orders
- Special Needs Documentation

You will complete the following:

- Family Information Questionnaire
- National School Lunch Program Application
- Emergency Cards
- School Reach form
- Safe Environment form
- Code of Conduct form
- CCISD Title I Form C form
- Permission slip for pictures

You will receive the following:

- Uniform dress code
- 2018-2019 School calendar
- School supply list



Holy Family Catholic School

2526 Soledad Street
Corpus Christi, TX 78416

Phone: (361) 884-9142
Fax: (361) 884-1750

Registration Form for Admission

OFFICE USE ONLY:

Background Check ___ Baptismal Certificate ___ Birth Certificate ___ Code of Conduct ___ CMSE Card ___ exp ___
Custody Agreement (if needed) ___ Emergency Cards ___ Immunization Record ___ Social Security Card ___

Enrollment Year: _____ Date of Entry: _____ Today's Date: _____

Please Print or Type

The Registration Fee of \$175.00 Must Accompany This Form. Please Note: The Registration Fee is NON-REFUNDABLE.

Will you be applying for Financial Aid with FACTS: YES NO

Applying for Admission to Grade (check only one grade):
Pre-K3 Pre-K4 K5 1st 2nd 3rd 4th 5th

Please use LEGAL name as it is stated on student's birth certificate.

Last Name		First	Middle	Preferred Name
Street Address		City	ST	Zip Code
Date of Birth		Place of Birth (city, ST, country)		
Social Security #		Religion	Ethnicity	
Do any siblings or family members attend Holy Family Catholic School?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If YES, please provide names below:

CURRENT SCHOOL INFORMATION

Current School Name	Current Grade in School
Street Address	City State Zip Code
Telephone	Length of Time at Current School

FAMILY INFORMATION

FATHER

MOTHER

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell _____

Email Address _____

Occupation _____

Employer _____

Work Phone _____

Relationship to student if applicable: _____

Primary Language: English Spanish Other: _____

Sacraments Received (Circle all that apply):

Baptism - Holy Communion - Confirmation - Holy Matrimony

Marital Status (Circle one):

Single - Married: Common Law / Civil / Sacramental Marriage - Divorced

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell _____

Email Address _____

Occupation _____

Employer _____

Work Phone _____

Relationship to student if applicable: _____

Primary Language: English Spanish Other: _____

Sacraments Received (Circle all that apply):

Baptism - Holy Communion - Confirmation - Holy Matrimony

Marital Status (Circle one):

Single - Married: Common Law / Civil / Sacramental Marriage - Divorced

If parents are divorced, a copy of the legal custody agreement must accompany this application

GUARDIAN (IF APPLICABLE)

ADDITIONAL FAMILY INFORMATION

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell _____

Email Address _____

Occupation _____

Employer _____

Work Phone _____

Relationship to student if applicable: _____

Primary Language: English Spanish Other: _____

Sacraments Received (Circle all that apply):

Baptism - Holy Communion - Confirmation - Holy Matrimony

Marital Status (Circle one):

Single - Married: Common Law / Civil / Sacramental Marriage - Divorced

Sacraments CHILD has received: Baptism - Holy Communion - Confirmation

Applicant lives with:

- Both Parents Mother & Stepfather
 Mother Only Father & Stepmother
 Father Only Grandparents
 Guardian

Mailings Should be sent to:

- Both Parents Grandparents
 Mother Guardian
 Father

Language(s) Spoken in the Home:

- English Spanish Other: _____

PARENT'S VERIFICATION STATEMENT

I hereby certify, to the best of my knowledge, that all the information on this application is true and accurate. I understand that if acceptance to Holy Family Catholic School is based on misinformation or lack of information provided in this application, that my child may be asked to withdraw and no fees to include registration fee or tuition will be refunded.

Parent (or Legal Guardian) Signature _____

Date _____

2018-2019 Yearly Tuition

K3/K4	Fundraiser	\$ 3850.00	NON-Fundraiser	\$ 4,225.00
K5-5th	Fundraiser	\$ 2850.00	NON-Fundraiser	\$ 3,500.00

2018-2019 Registration Fees

Due with application and necessary to hold your space.

Registration	1st Child	2nd Child	3rd Child	4th Child
	\$ 175.00	\$ 85.00	\$ 60.00	\$ 50.00

If Registration paid by:	1/31/18	2/28/18	3/31/18	4/15/18	4/30/18	5/26/18
Discount Per Family	\$75.00	\$50.00	\$40.00	\$25.00	\$20.00	\$15.00

If applying for assistance:	<u>Maximum Tuition Assistance of 40%</u> if payment authorization plans are ACTIVE by 7/05/18.
	<u>Maximum Tuition Assistance of 35%</u> if payment authorization plans are ACTIVE AFTER 7/05/18.

2018-2019 Administration Fees

Due before the 1st day of class.

If Administration fees are not paid in full BEFORE the 1st day of class, a \$150.00 Admin Late fee (per family) will be added.

	1st Child	2nd Child	3rd Child	4th Child
PTO	\$ 15.00	\$ 5.00	\$ 5.00	\$ 5.00
Fall Fest	\$ 15.00	\$ 5.00	\$ 5.00	\$ 5.00
Spring Fest	\$ 15.00	\$ 5.00	\$ 5.00	\$ 5.00
Fall Soda/Cake	\$ 15.00	\$ 5.00	\$ 5.00	\$ 5.00
Spring Soda/Cake	\$ 15.00	\$ 5.00	\$ 5.00	\$ 5.00
Technology	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Service/Book	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
	\$ 375.00	\$ 325.00	\$ 325.00	\$ 325.00