



SAINT BRIGID OF KILDARE SCHOOL

Seeking Grace and Wisdom

How to Apply

Saint Brigid of Kildare School New Family Application Policies

2019-2020 Application Dates

- January 7, 2019—Preschool—8th grade application opens online
- January 20, 2019, 10 PM— Deadline for applications to be considered on-time
- January 23, 2019—Notification of admission status will be sent

Application Materials

The following information is required at the time of applying. Applications are not considered complete until all required documents and fees are received. Late applications go to the bottom of the waiting list.

1. Online application form (found at www.stbrigidofkildare.com/apply)
2. Birth Certificate (copy only)
3. Baptismal Certificate (if Catholic) (copy only)
4. Most recent report card for students entering grades 1-8
5. \$100 per child non-refundable application fee (this can be paid online via the application form, or a check can be dropped off at the school office)
6. Copy of custody papers if parents are separated or divorced

Age Requirements

To enter preschool, a child must be 3 years old on or before September 30, 2019.

To enter kindergarten, a child must be 5 years old on or before September 30, 2019.

To enter 1st grade, a child must be 6 years old on or before September 30, 2019.

To be accepted into the first grade, a child must have attended a chartered kindergarten program.

Acceptance Ranking

Applications for admission will be ranked according to the following priorities:

1. Siblings of families with children already enrolled in the school or preschool
2. Length of membership in the parish
3. Regular contributions to the parish
4. Contributions to parish fund raising drives
5. Involvement in the parish, school, and preschool programs
6. Other priorities, such as transfers, addressed in Diocesan Regulation 5119-1

Continuous Enrollment

Kindergarten through grade 7 children currently enrolled are guaranteed admission for the following school year. Although there is no guaranteed admission for children going from the preschool program into kindergarten, preschool students will be considered with the above mentioned rankings. According to state regulations, all children applying for kindergarten must complete the new student application process. Children enrolled in St. Brigid of Kildare Preschool at the time of applying will be exempt from the non-refundable application fee.

Notification of Admission

By January 23, 2019, parents will be given a status update of their application (admission or position on the waiting list).

Waiting List

If the number of applicants exceeds the number of class openings, a waiting list will be established. Following application, positions on the waiting list will be assigned using the same ranking criteria stated above.

- Families that are offered an admission have 24 hours to respond.
- If a student is offered an admission prior to the beginning of the school year and does not accept, the parents will be given a choice to either go to the bottom of the current list or be removed all together.
- If a student is offered an admission during the school year and does not accept, the parents will be given a choice to either apply for the beginning of the next school year or be removed all together. Special circumstances for not accepting admission (such as illness) will be given separate consideration by the school administration.
- A new waiting list will be established for each school year. Participation in annual application will be necessary to be considered for the next school year even if you are on the current waiting list.

Acceptance and Enrollment

Upon notification of acceptance, please submit an acceptance fee of \$200 per student for grades preschool through eighth. This one-time acceptance fee is *nonrefundable*, but the amount *will be credited* toward your student's tuition. This fee must be submitted within 7 business days of notification of acceptance to hold your child's spot.

Tuition Payment Plan

Saint Brigid of Kildare School tuition is paid through the FACTS program. FACTS handles all payment processing for Saint Brigid of Kildare School. Directions on how to establish an online FACTS tuition account will be included in the letter of acceptance.

Payment Options:

- Families may elect to pay tuition in one lump sum, semi-annual payments, quarterly payments, or 10 or 12 monthly payments.
- Families may elect to have payments made on the 5th or 20th of the month. All tuition payments begin in July and are paid in full by June.
- Families must send in a confirmation of the established FACTS tuition account along with the acceptance fee (\$200) within 7 business days of receipt of acceptance to Saint Brigid of Kildare School.

Withdrawals

The following policies apply to students who withdraw prior to the beginning of the school year:

- If the school is notified of the withdrawal after June 15th, monthly tuition payments made as of the date of withdrawal will be forfeited. (Lump sum, semi-annual, and quarterly tuition payments will be pro-rated based on a 12 month payment plan). All contracts will be subject to one additional forfeiture payment based on your monthly payment plan (or the pro-rated payment plan).
- If the school principal or the Pastor recommends withdrawal from the school, tuition payments made as of the date of withdrawal will be refunded.

The following policies apply to students who withdraw during the school year:

- A withdrawal conference must take place with the school principal or the Pastor.
- Monthly tuition payments made as of the date of withdrawal will be forfeited. (Lump sum, semi-annual, and quarterly tuition payments will be pro-rated based on a 12 month payment plan). All contracts will be subject to one additional forfeiture payment based on your monthly payment plan (or the pro-rated payment plan).
- If the school principal or the Pastor recommends withdrawal from the school, tuition will be pro-rated on a per school day basis.

Questions and Additional Information

Please call Saint Brigid of Kildare School at 614-718-5825 if you have any questions or would like additional information. For full tuition and application polices, see the parent handbook at www.stbrigidofkildare.com.