



January 25, 2010

Dear Parents/Guardians,

Thank you for your interest in Oak Hall! As you requested, here are the necessary forms for application for enrollment in our school. We believe we have one of the finest educational programs around for preschoolers through middle school aged students. We look forward to your becoming a part of the Oak Hall family.

Our current families have the first opportunity to enroll their students for the 2010-2011 school year. You are encouraged to complete your enrollment packet and return it, along with your enrollment fees, at your earliest convenience. Please note that current families take precedence in the enrollment process until after Friday, February 19th. After that date enrollment is opened to the public and applications for enrollment are accepted on a “first come, first served” basis. If your application is received prior to February 19th, it will be date stamped when received, but will not supersede a current student until after the February 19th deadline has passed.

We offer the option of using FACTS Tuition Management for monthly tuition payments. With FACTS you may also choose a quarterly or twice yearly option, as well as credit card payment. If you are interested in using this service, please let me know. Also, by beginning your payments during the summer months, the amount of your installment will decrease because you will have additional time to pay it out. We have used this service for several years now and find it to be a valuable tool for most families who cannot pay whole tuition costs up-front.

Early childhood 3 & 4 students are not eligible for financial assistance at this time. For older students, we are enclosing a request for financial aid application in this packet. If you are interested in applying, please note on the form and return it with your enrollment packet. Once your enrollment papers and fees are received, the application will be sent to you. We use FACTS Grant & Aid Assessment for this process. Please submit your application directly to FACTS no later than April 1st to be considered for scholarship.

The scholarship committee will meet in May to award financial assistance. Please remember that FACTS requires a \$20 fee to process your application. Applications may be completed online or you may mail in your information. The fee is the same for either method.

Please note that enrollment is NOT complete, (meaning a place cannot be held for your child) until enrollment papers are completed and returned to the office AND the enrollment fees have been paid.

Financial aid applications WILL NOT be made available until enrollment is complete.

If you have any questions, please do not hesitate to contact me. I can be reached by email: lori.youderian@oakhallschool.com or at the school 226-2341.

I look forward to receiving your enrollment application!

Sincerely,

Lori Youderian
Business Manager

For Office Use Only

_____ Date Received
_____ Enrollment Fees
_____ Immunizations
_____ Drivers's License
_____ Insurance
_____ Records Release



**APPLICATION FOR ENROLLMENT
2010/2011**

Date _____

Student Applicant _____ Nickname? _____
(First, Middle, Last)

Address _____ Phone _____
(Street) (City) (Zip)

Date of birth (m/d/y) _____ Sex M ___ F ___ Application for Grade _____
(Early Childhood 3 applicants must be 3 years old by September 1, 2010)
(Early Childhood 4 applicants must be 4 years old by September 1, 2010)
(Kindergarten applicants must be 5 years old by September 1, 2010)

Current School _____ Current Grade Level _____

Current School Address _____

List any difficulty that would limit your child's participation in any school activity(s)

Father/Legal Guardian Information:
Name _____

Mother/Legal Guardian Information:
Name _____

Address _____

Address _____

Phone _____

Phone _____

Occupation _____

Occupation _____

Business _____

Business _____

Address _____

Address _____

Please check appropriate lines: Mother living _____ Stepmother living _____ Parents Separated _____
Father living _____ Stepfather living _____ Parents Divorced _____

Student Applicant Lives With: (Relationship to student of people with whom child resides) _____

List brothers and sisters (names, ages and present schools):

Financial responsibility for applicant will be assumed by:

Parent/Guardian Signature

Date



**2010-2011 Enrollment Contract
Early Childhood Division
EC 3 - Kindergarten**

EC 3&4 MORNING CLASSES:	8:30 – 11:30	Mon. thru Fri.	\$2,975.00
			\$2,842.50**
ALL DAY CLASSES: EC3 - Kindergarten	8:30 – 3:30	Mon. thru Fri.	\$5,950.00
			\$5,685.00**

****If paid in full by May 1, 2010.**

Please reserve a place for _____ at Oak Hall Episcopal School for the 2010-2011 school year in the _____ class.

If enrolling in Early Childhood 3 or 4, please indicate whether your child will be morning or full day.
_____ Morning class _____ Full Day Class

***There is no financial assistance available for early childhood classes or half-day students.**

Tuition Deposit: \$500.00 for the school year

Enrollment Fee: \$200.00 for the school year

Activity Fee: \$275.00 for the school year

TUITION PAYMENTS:

1. Paid in full by July 1st.
2. Paid through FACTS Management monthly, quarterly, or bi-annually, beginning in July and concluding in April.

Tuition is non-refundable; however, if there are extenuating circumstances, the family may petition the Finance Committee for a refund.

Families with two or more children enrolled at Oak Hall may receive a 10% discount on the second child, 20% discount on the third child, 30% discount on the fourth child, 40% discount on the fifth child, and 50% discount on subsequent children. These discounts do not apply to families receiving financial assistance.

TUITION DEPOSIT: Your child will be assured a place in our school for the upcoming school year **ONLY AFTER A \$500 NON-REFUNDABLE DEPOSIT TOWARDS THEIR TUITION IS MADE and your signed enrollment agreement and enrollment fees have been received.** This deposit will be applied towards your child's tuition and is non-refundable.

ENROLLMENT FEE: Your child will be assured a place in our school for the upcoming school year **ONLY AFTER THE \$200.00 ENROLLMENT FEE AND THE SIGNED ENROLLMENT AGREEMENT HAVE BEEN RETURNED.** This enrollment fee does not apply toward tuition costs and is non-refundable. The enrollment fee must be paid on the first two children. Families having more than two children will only be required to pay \$500.00 to reserve spots for all of their children.

ACTIVITY FEE: The activity fee is separate from tuition and covers part of the cost of supplies, workbooks and student insurance. Seventy-five dollars of the activity fee is designated for technological support and maintenance of school computers which serve each student at every level. The activity fee is \$275.00 for the school year and must be paid on the first two children. Families having more than two children will only be required to pay \$550.00 for the family. **THIS FEE IS DUE ON OR BEFORE JUNE 1st AND IS NON-REFUNDABLE.**

Subject to the following terms and conditions, I assume full responsibility for full payment of tuition charges and all applicable fees as stated above. **I agree to give written notice to the Head of School by July 1 if my child will not be attending Oak Hall Episcopal School for the upcoming school year. I understand that if this written notice is not received by July 1, I am liable for the entire annual tuition.** No final report or transcript of grades or student information will be released until all bills are paid in full.

THIS TWO-PAGE FORM must be accompanied by the enrollment fee before the student's place will be reserved. I understand that all tuition and fees are non-refundable.

Oak Hall reserves the right of dismissal. Any pupil who fails to cooperate or whose parents or guardians fail to cooperate may be asked to withdraw. The undersigned agrees to reimburse Oak Hall for any damage to the school premises caused by the above pupil or said pupil's invitees. The undersigned agrees to hold Oak Hall Episcopal School, its trustees, agents, officers, and employees harmless (unless gross negligence is involved) for any accident involving the above named pupil, members of his/her family or their invitee.

Unless otherwise indicated in writing, the pupil for whom this enrollment agreement is made will be considered capable of full participation in the physical education and sports appropriate to his/her grade level.

No discrimination is made because of race, color, religion, sex, or national origin.

This form signed by the parents or guardians and approved by the proper Oak Hall Episcopal School authority constitutes the contract between the parents or guardians and the school.

X _____
(Signature of parent/guardian or person financially responsible)

(Date)

X _____
(Signature of parent/guardian)

X _____
(Signature of Head of School)

(Date)