

January 23, 2012

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 2012-2013 school year. You are encouraged to complete your enrollment packet and return it, along with your tuition deposit, at your earliest convenience. Please note that current families take precedence in the enrollment process until after Friday, February 17th. 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 17th, it will be date stamped when received, but will not supersede a current student until after the February 17th 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 tuition deposit 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 2nd to be considered for scholarship.

The scholarship committee will meet in May to award financial assistance. Please remember that FACTS requires a \$25 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 if you do not receive the financial assistance necessary for your child to attend Oak Hall Episcopal School, two hundred dollars of your five hundred dollar tuition deposit will be forfeited.

Please note that enrollment is NOT complete, (meaning a place cannot be held for your child) until the Application for Enrollment and the 2012-2013 Enrollment Contract are completed and returned to the office AND the tuition deposit has 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
2012/2013**

Date _____

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

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

Date of birth (m/d/y) _____ Sex M ___ F ___ Application for Grade _____

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 _____

Address _____

Phone _____

Occupation _____

Business _____

Address _____

Mother/Legal Guardian Information:
Name _____

Address _____

Phone _____

Occupation _____

Business _____

Address _____



**2012-2013 Enrollment Contract
Lower School Division
First – Fifth Grade**

**ALL DAY CLASSES: 8:30 – 3:30 Mon. thru Fri. \$6,100.00
\$5,850.00****
****If paid in full by May 1, 2012.**

Please reserve a place for _____ at Oak Hall Episcopal School for the 2012-2013 school year in the _____ class.

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 DEPOSIT: Your child will be reserved a position in our school for the upcoming school year **ONLY AFTER A \$500 NON-REFUNDABLE DEPOSIT TOWARDS THEIR TUITION IS MADE and your signed Application for Enrollment have been received.** This deposit will be applied towards your child’s tuition and is non-refundable. The tuition deposit is required on the first two children. Families having more than two children will only be required to pay \$1000.00 to reserve positions for all of their children. **THIS FEE IS DUE UPON ENROLLMENT OF YOUR CHILD AND IS NON-REFUNDABLE.**

ENROLLMENT FEE: 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 for the family. **THIS FEE IS DUE ON OR BEFORE JUNE 1 2012 AND IS NON-REFUNDABLE.**

ACTIVITY FEE: The activity fee is separate from tuition and covers part of the cost of supplies and workbooks. 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 1, 2012 AND IS NON-REFUNDABLE.**

TUITION PAYMENTS:

1. Paid in full by July 1 2012.
2. Paid through FACTS Management monthly, quarterly, or bi-annually, beginning in July, 2012 and concluding in May, 2013.

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

3. **IF TUITION IS NOT RECEIVED OR PAYMENTS ARE NOT ARRANGED THROUGH FACTS MANAGEMENT BY JULY 1 2012, YOUR CHILD’S POSITION WILL BE FORFEITED AND YOUR TUITION DEPOSIT, ENROLLMENT FEE, AND ACTIVITY FEE WILL NOT BE REFUNDED.**

Initial by parent/guardian

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.

THIS TWO-PAGE FORM must be accompanied by the tuition deposit before the student's position will be reserved. I understand that if tuition is not received or payments have not been arranged through FACTS Management by July 1, 2012, my child's position will be forfeited and the tuition fee, enrollment fee, and activity fee will not be refunded.

Initial by parent/guardian

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)

(Date)



Request For Financial Aid Packet

Please send the information that I will need for tuition assistance. I understand that there is a nominal processing fee (usually \$25) that will need to accompany my application to the FACTS Management Company.

Student Applicant

Parent/Guardian Name

Mailing Address

City, State, Zip