



# ST. ELIZABETH CATHOLIC SCHOOL

ACCREDITED BY MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS

January 22, 2010

Dear Parents and Guardians,

So much has been accomplished over these past five years here at St. Elizabeth School thanks to the hard work of our entire school community. Working collaboratively with the administration, faculty and staff, and the St. Elizabeth School Advisory Board, our school has seen many positive changes and advancements which have nourished the hearts, minds, and souls of our young learners. Our goal is to maintain academic excellence in an environment that is rooted in the Gospel of Jesus Christ.

Archbishop Donald Wuerl has promulgated several new policies pertaining to Catholic schools which have recently been outlined in the *Catholic Standard*. The policies have been created to address the financial viability of all parish schools with the Archdiocese taking into consideration the collection of tuition, tuition assistance provided by the Archdiocese and the supporting parish, and the amount of fundraising needed.

In order to comply with these new policies and procedures, we are outlining the key points that pertain to the areas indicated above.

- The actual cost of educating a student is \$7,808.00. Because of the generosity of our families, St. Elizabeth Parish, and our alumni, discounts are available to families with multiple children in the school. Check the box on the *Tuition Policy Statement* if you wish to take advantage of this discount opportunity. Please fill out the Tuition Policy in full and return it to Mrs. Linehan by Monday, February 1.
- A Catholic and non-Catholic tuition rate have been established in consultation with the members of the St. Elizabeth School Advisory Board. Registered, contributing, and involved Catholic families belonging to a parish in the Archdiocese of Washington are given the Catholic tuition rate. Families registered in St. Elizabeth Parish or St. Raphael Parish will automatically be given the Catholic rate assuming they are following the above criteria. Families registered in other Catholic parishes in the Archdiocese of Washington will be given a form to complete by their pastor ensuring that their family is a contributing and involved member of his parish. Families not registered in a Catholic parish and/or not a contributing or involved member will be billed the non-Catholic tuition rate.
- The tuition rates for the 2010 – 2011 school year for one child are as follows:

Catholic Rate	\$6,465.00
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Non-Catholic	\$7,965.00
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Please see the attached *Tuition Policy Statement* (page 3&4) for the discount amounts for multiple children.

- The Re-Registration form for the 2010-2011 school year is also attached (page 5). Please fill out the re-registration form and return it with your check made out to St. Elizabeth School, to the attention of Mrs. Barbara Murray no later than Monday, February 1, 2010.
- The school has maintained its integrity and remains strong because its families have taken their financial obligations seriously. If this school is to maintain viability in the future, it is critical that school parents continue to pay their tuition and other bills in a timely manner.
- Tuition will be billed according to the option you choose on your Financial Obligation Form which will be sent out in late April. Tuition must be paid on or before the date indicated. Unless tuition bills and other expenses are paid on time, a family may be dismissed from St. Elizabeth School.
- Payment of tuition may be made in the forms of cash, check, or automatic withdrawal. Please contact Mrs. Mary Linehan, Director of Finance for assistance in this area.
- Parents and guardians in need of financial assistance should apply to the Archdiocese of Washington as well as St. Elizabeth School. In order to apply for tuition assistance from St. Elizabeth School, parents and guardians must first apply to the Archdiocese of Washington. Exceptions will be made on a case-by-case basis if financial need arises after the application deadline for the Archdiocese of Washington. The Archdiocesan Tuition Assistance Forms are available on the website of the Archdiocese at [www.adw.org](http://www.adw.org). Tuition Assistance Forms for St. Elizabeth School are available on our school's website.
- The new Archdiocesan policy clearly states that a minimum of 5% of the school's annual budget must be attained through fundraising. Our budget is approximately \$3.8 million; hence approximately \$188,500 must be raised to meet this requirement. This means that each family is responsible for raising \$165.00 in fundraising efforts for the 2010 – 2011 school year. The Home and School Association is creatively exploring additional fundraising opportunities for our families to better assist them in meeting their fundraising obligation.

You are probably aware that many schools will merge or close within the next two years because of financial problems due to the loss of students. St. Elizabeth School does not want to join these ranks; rather, we want to remain academically and financially strong for many years to come. We are confident that you, our parents and guardians, will continue to support St. Elizabeth Parish and School with the love and enthusiasm you have shown in the past.

Happy New Year!

Sincerely yours,

Rev. Msgr. John F. Macfarlane  
Pastor

Vincent P. Spadoni  
Principal

St. Elizabeth Catholic School  
Re-Registration Form  
2010-2011 School Year



Family Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Parish: \_\_\_\_\_

Please check the box below if your family will not be returning to St. Elizabeth School next year.

Our Family will not be returning to St. Elizabeth School for the 2010-2011 School Year.

**Returning Families:**

The re-registration fee is **\$100 per child** and is nonrefundable. Please fill out this form completely and return it in with payment in an envelope marked re-registration, to the attention of Mrs. Murray, no later than Monday, February 1, 2010. **After February 1, a \$50.00 late fee** will be assessed. Withdrawal after March 15, 2010, will result in the billing of the first quarter tuition for the 2010-2011 school year, and payment will be considered due.

Student's Name	Homeroom	Grade Entering, Fall 2010
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

We have a child entering Kindergarten at St. Elizabeth School for the 2010-2011 School Year.

Name	Birth date (M/D/Y)	Male/Female
_____	_____	_____

**For children entering Kindergarten, please fill out a registration form (found on the website) and send it in with this form along with a birth certificate and baptismal certificate. Please disregard the \$200 fee on the registration form and pay the \$100 per child re-registration fee. Thank you.**

I understand that my signature on this agreement verifies that I will abide by the policies and procedures of St. Elizabeth School and its administration as stated in the St. Elizabeth School handbook, and that the principal, in conjunction with the pastor, has final recourse in all school-related matters.

I understand the terms of this agreement as regards to the non-refundable payment of registration, tuition, and other fees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TUITION POLICY STATEMENT**  
**(Please complete and return by February 1, 2010)**

Last Name: \_\_\_\_\_

Parents/Guardians: \_\_\_\_\_

Address: \_\_\_\_\_

street

city/state/zip code

Check one:    \_\_\_ **Catholic**    specify Parish: \_\_\_\_\_, envelope # \_\_\_\_\_

\_\_\_ **Non-Catholic**

**Tuition Rates for Catholic Students for the 2010-2011 School Year are as Follows:**

<b>Number of Children</b>	<b>Gross Tuition</b>	<b>St. Elizabeth Multiple Child Discount*</b>	<b>Net Tuition Due</b>
1 Child	\$ 6,465	\$ -	\$ <b>6,465</b>
2 Children	\$ 12,930	\$ (960)	\$ <b>11,970</b>
3 Children	\$ 19,395	\$ (2,400)	\$ <b>16,995</b>
4 or more Children	\$ 25,860	\$ (8,865)	\$ <b>16,995</b>

**Tuition Rates for Non-Catholic Students for the 2010-2011 School Year are as Follows:**

<b>Number of Children</b>	<b>Gross Tuition</b>	<b>St. Elizabeth Multiple Child Discount*</b>	<b>Net Tuition Due</b>
1 Child	\$ 7,965	\$ -	\$ <b>7,965</b>
2 Children	\$ 15,930	\$ (2,460)	\$ <b>13,470</b>
3 Children	\$ 23,895	\$ (5,400)	\$ <b>18,495</b>
4 or more Children	\$ 31,860	\$ (13,365)	\$ <b>18,495</b>

\*St. Elizabeth Discounts are offered to families with multiple children in grades K-8 attending St. Elizabeth School. If you would like to receive the family scholarship, please check the box.

**I. The actual cost to educate each child for the 2010-2011 School Year is \$7,808.00.** The actual cost less the tuition rate is funded by St. Elizabeth Parish and the fundraising efforts of the school parents.

**II. Tuition policy:** To qualify for Catholic rates, a family must be registered in a parish in the Archdiocese of Washington. These families must support their parish by making contributions on a regular basis using the parish offertory envelopes. This will be monitored quarterly. Delinquent families will be notified and unless arrangements are made with their pastor, they will be charged the Non-Catholic rate.

**III. Tuition payments:** Tuition payments may be made quarterly (May 25, 2010, Aug 25, 2010, Nov 25, 2010, Feb 25, 2011); semi-annually (May 25, 2010 and Nov 25, 2010) or annually (May 25, 2010). Tuition payments can also be made by automatic debit for 9 or 10 months. These payments are made on the the 25<sup>th</sup> of the month. **[PLEASE NOTE:** If you withdraw your child from enrollment in the school for any reason, tuition is **NOT REFUNDABLE.**]

**IV. Withdrawal from school:** The school must be notified by March 15, 2010 if your child(ren) is not returning for the 2010-2011 school year. If the school is not notified, the 1<sup>st</sup> quarter tuition for the 2010-2011 school year will be billed and considered due.

**V. Late payment policy:** Students will not be permitted to return to school on the first day unless the first quarter tuition is paid in full. As a new quarter begins, students will not be permitted back to school if the tuition account is in arrears. **This policy will be strictly enforced.** St. Elizabeth School reserves the right to cancel the registration of any student (s) whose family fails to satisfactorily meet its tuition or fees obligation. Student report cards, results of standardized testing and/or transfer information will not be sent or completed until all accounts and fees are paid in full.

**I HAVE READ AND UNDERSTAND THE ABOVE RATES AND ALL POLICIES. I AGREE TO MAKE PAYMENTS IN ACCORDANCE WITH THE ABOVE POLICIES.**

**I HAVE READ AND UNDERSTAND THE ATTACHED LETTER REGARDING THE POLICIES AND PROCEDURES SET FORTH BY THE ARCHDIOCESE OF WASHINGTON.**

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Parent/Guardian

(signature and date)