



Owensboro Catholic Schools

# Pre-Registration Form 2009-2010 School Year

**A \$50 non-refundable deposit per family must be returned with your pre-registration form.**

## Parent/Guardian Information

Parent/Guardian Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parish \_\_\_\_\_ Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Father/Guardian Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Work Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Email \_\_\_\_\_

Mother/Guardian Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Work Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Email \_\_\_\_\_

Enrollment Type:  Parish Sponsored  Catholic from a non-OCS Parish  Non-Parished Sponsored

*We did not have a child enrolled in the Owensboro Catholic Schools 2008-2009. A new family to the Owensboro Catholic Schools will receive a \$250 New Family Tuition Grant.*

## Student Information

- Please list the students in your family who will be attending OCS in the fall of 2009 and the grade they will enter.
- Please refer to Kindergarten with KN and Kindergarten Transition with KT.

**Incoming Kindergarten students:**  
indicate preschool attended, if applicable

**New students:**  
indicate previous school attended

Student Name  
First Name

Middle Name

Last Name

Birth Date

2009-10  
Grade

Student Name First Name	Middle Name	Last Name	Birth Date	2009-10 Grade	Incoming Kindergarten students: indicate preschool attended, if applicable	New students: indicate previous school attended



Owensboro Catholic Schools share in the mission of the Church in cooperation with families to provide a religious and academic education, which prepares students to become responsible members of family, Church, and community.

Please complete **both sides** and return with your \$50 non-refundable deposit to any OCS school site or to the OCS Central Office located at 1524 W Parrish Ave, Owensboro, KY 42301.



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**K-3 Campus**

4017 Frederica Street  
Owensboro, KY 42301  
270-684-7583

www.owensborocatholic.org/schools/k-3

**4-6 Campus**

525 East 23rd Street  
Owensboro, KY 42303  
270-683-6989

www.owensborocatholic.org/schools/4-6

**Owensboro Catholic Middle School**

2540 Christie Place  
Owensboro, KY 42301  
270-683-0480

www.owensborocatholic.org/schools/ocms

**Owensboro Catholic High School**

1524 West Parrish Avenue  
Owensboro, KY 42301  
270-684-3215

www.owensborocatholic.org/schools/ochs

**OCS Central Office**

1524 West Parrish Avenue  
Owensboro, KY 42301  
270-686-8896

www.owensborocatholic.org

**SCRIP SUCCES\$ Office**

270-852-8033

**Tuition Payment Plan**

In accordance with Owensboro Catholic Schools (OCS) Tuition Policy, all families are required to make tuition payments according to one of the following payment options. Each family's preferred manner of payment must be submitted each year at the time of pre-registration.

Owensboro Catholic Schools has contracted with FACTS Management Company to provide families with automatic payment deduction plans from their checking or savings accounts. Payments via FACTS begin in June and can be deducted monthly, quarterly or semi-annually. Contact OCS (686-8896) for more information.

**Please check one box.**

- I will pay my balance before Registration, less a 3% discount. (The discount is calculated on the balance due after PSAS award.) If full payment is not received by Registration, July 28, I will complete a FACTS agreement.
- Please renew my existing FACTS agreement using the same bank account and payment schedule, but change the withdrawal amount to reflect my 2009-2010 net tuition. FACTS will send a letter confirming the amount and schedule.
- I will initiate a new FACTS Automatic Tuition Payment Agreement.
  - E-cashier online: [www.owensborocatholic.org/admissions](http://www.owensborocatholic.org/admissions)
  - Or forms can be picked up any school site or Central Office.
 FACTS Agreement Number \_\_\_\_\_
- I have called FACTS to arrange credit card payments. (There is a \$2.50 per \$100 convenience fee for this arrangement.)
- I am an OCS employee and will pay tuition using payroll deduction.

As a condition of registration, each parish-sponsored family also agrees to generate at least \$175 in profit through the SCRIP program during the school year, or to buy out of the SCRIP program by paying this amount. This profit or buy out is in addition to the tuition rates. At the end of the year, families who have not reached the \$175 goal will be billed for the difference. Once the goal is met, then 75% of SCRIP profit above the \$175 goal is earned back as a tuition rebate for the following school year.

\_\_\_\_\_  
Signature Date

**For Office Use Only**

Registration Fee Received \_\_\_\_\_ Check No. \_\_\_\_\_ Cash \_\_\_\_\_  
Principal/Secretary \_\_\_\_\_ Date \_\_\_\_\_  
FACTS No. \_\_\_\_\_ Family Code \_\_\_\_\_



## Parent/Guardian Information

- **Pre-Registration is March 16-27.** A \$50.00 non-refundable deposit per family must be submitted with your Pre-Registration Form. If your Pre-Registration Form is received by March 27, this deposit will be applied toward your 2009-2010 tuition. After March 27, this \$50 is a late registration charge and will not be applied toward tuition. Forms will be date stamped when they are received.
- According to the Owensboro Catholic Schools (OCS) Tuition Policy, all families are expected to choose a payment plan for the next school year at the time of pre-registration.
- Families may pre-register at a school site or mail this form with the \$50 deposit to the Central Office.
- Families transferring into OCS (grades 1-6) should contact the OCS school site to arrange for transfer of records. Families transferring into OCS (grades 7-12) should contact the OCS school site about admission procedures.
- Families are strongly encouraged to pre-register if they plan to enroll next year, as staffing and hiring decisions are made based on pre-registration figures.
- Families who register after March 27 will be accepted on a space-available basis and may be placed on a waiting list. Space availability will be determined after completion of pre-registration.
- Copies of the OCS Tuition Policy are available from the Central Office and is available online at [www.owensborocatholic.org/about\\_us/Bylaws\\_and\\_Policies](http://www.owensborocatholic.org/about_us/Bylaws_and_Policies). The policy states that all families must be current in their payment of tuition:
  - August 1 - In order to be admitted on the first day of school.
  - December 20 - In order to be readmitted in January.
  - April 20 - To receive report cards and permanent records, and for seniors to receive caps and gowns and be allowed to graduate on stage.
  - Student records will not be released until all financial obligations are settled.
- High school book fees are billed separately by the high school and are not included in the tuition rates.
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- Owensboro Catholic Schools utilize needs-based financial assistance. OCS has contracted with Private Schools Aid Service (PSAS) to determine how the financial aid will be distributed. \$850,000 in tuition assistance will be awarded through PSAS.
- Forms mailed by March 1, 2009 will participate in the initial financial aid pool, where the majority of tuition assistance will be awarded.
- Less tuition assistance may be available for forms filed after March 1st.
- **All aid will be awarded by August 1, 2009.**
  - After August 1, 2009, only appeals for extraordinary circumstances will be accepted.
  - New families registering throughout the course of the school year will have the opportunity to file for financial assistance.

For the sake of your family's security and peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the OCS Central Office as soon as possible when they are experiencing economic difficulties. We will work out arrangements with families on an individual basis.



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270-852-8033

**Faith**  
IN EDUCATION

**Checklist**

Below is a checklist for registration. These forms are due to the appropriate school office by the start of the 2009-2010 school year.

**Incoming Kindergarten Students**

- Baptismal Certificate
- Birth Certificate - original - the school secretary will make a copy for the school file.
- Social Security Card - original - the school secretary will make a copy for the school file.
- Kentucky Medical Examination Form - This physical may be obtained anytime within one (1) year prior to entry into kindergarten.
- Kentucky Eye Examination Form - This exam may be obtained anytime within one (1) year prior to entry into kindergarten.
- Kentucky Immunization Form

**Incoming New Students (Incoming grades 1-12)**

- Baptismal Certificate
- Student records from previous school (Requested by OCS)

**Incoming 6th Grade Students**

- State law requires that your child have a second medical examination before entering sixth grade in the fall. This physical may be obtained anytime within one (1) year prior to entry into sixth grade.

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- Students are required to have a TD Booster at age 11 or 5 years after their last DTP.

**Athletic Physicals**

- The Kentucky High School Athletic Association form is available in most physicians' offices and on the OCS website. The form must be turned into the school office before the student participates on any athletic team sponsored by the Owensboro Catholic Schools. The sports physicals are good for one year and are separate-and-in-addition-to any other required documents.

Each parish sponsored family is required to turn in a parish voucher from their parish priest. These vouchers are available before the registration in July.

Registration for the 2009-2010 school year will be finalized on Tuesday, July 28. Every family is required to register their family on this date in the small gymnasium at Owensboro Catholic High School.

**For Your Records**

Pre-Registration Form Sent in \_\_\_\_\_ Check # \_\_\_\_\_