

# Registration Form Instructions

Please read the following instructions before completing the registration form.

<b>Section A</b>	<ul style="list-style-type: none"><li>➤ Verify all parent information, making corrections or additions as necessary. It is important to provide <u>all</u> requested information. <i>If Home Parish is not provided we will assume non-catholic status when calculating your tuition bill.</i></li><li>➤ Indicate by <u>circling</u> ALL phone numbers and email addresses to be included in the One Call Now Emergency Contact System. Each family <b>MUST</b> provide at least one contact number for this emergency contact system. There will <i>not</i> be a separate card mailed to collect this information. If you do not provide at least one phone number for inclusion in the system we will enter your home phone number.</li></ul>
<b>Section B</b>	<ul style="list-style-type: none"><li>➤ Indicate choice of tuition payment options.</li><li>➤ Indicate need for additional information, applications for financial aid or student scholarships.</li><li>➤ Sign form.</li></ul>
<b>Section C</b>	<ul style="list-style-type: none"><li>➤ Verify all student information, making corrections or additions as necessary. It is important to provide <u>all</u> requested information.</li><li>➤ Return form with registration fees and FACTS program enrollment fees (if applicable) in enclosed envelope. You may write one check for both fees made payable to NCS. This form must be returned by <b>April 1, 2010</b> <i>in order to qualify for the lower tuition scale.</i></li></ul>

## ■ **FACTS Tuition Program Fact Sheet...**

- Parents who wish to make monthly tuition payments **MUST** do so through the FACTS Tuition Plan. The enclosed sheet thoroughly explains this plan.
- Parents who choose this option must remit the \$12.00 Norwalk Catholic School application fee when returning the Registration/Tuition Form in addition to the registration fees.
- For those choosing this payment option, the FACTS Automatic Tuition Payment Agreement Form will be sent, along with your invoice, by June 1, 2010.

## ■ **Financial Aid...**

- Information on scholarships available to our students is enclosed. Please review.
- Financial assistance is available on an "as needed" basis. A "Financial Aid Application Form" will be sent to those parents requesting one on the enclosed tuition/registration form. Parents who may need financial aid must complete this form and return by **April 30, 2010**.
- When your application has been reviewed you will be contacted via letter by Ruth Weisenberger, Tuition Manager, with the details of your account. All families requesting aid by April 30, 2010 will be contacted by May 15, 2010.

Thank you for your prompt completion of the registration process. The information you provide on the enclosed registration/tuition form will be used to create your tuition invoice. Your invoice will reflect SHOP credits, financial aid, and other applicable additions or deductions. It will be mailed to you by **June 1, 2010**, **provided the enclosed registration/tuition form and all applicable fees are returned by April 1, 2010.**