

ADMISSION & TUITION POLICIES

AS AMENDED FOR

January 13, 2020

OF

**ASCENSION OF OUR LORD CHURCH AND SCHOOL
1809 GREENWOOD DRIVE
LA PLACE, LOUISIANA 70068**

(985) 652-4532

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**PASTOR: REV. WALTER AUSTIN
PRINCIPAL: MRS. TONI RUIZ**

**Advisory Board: Jackie Alexander
 Lou Collins
 Phil Hoffman
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 Mike Marix
 Tanya Martin
 Bump Perrin**

Admission Policies

I. Ascension of Our Lord School Admission Policies

Ascension of Our Lord School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. We reserve the right of admission in order of the following:

- A) All currently enrolled students
- B) Siblings of currently enrolled students
- C) Catholic children of families who are registered, actively supporting members of **AOL** parish
- D) Members of parishes without a Catholic school
- E) Members of parishes with a Catholic school
- F) All others

Copies of the child's birth certificate, baptism certificate (if Catholic), immunization, Social Security Card, and custody papers (if applicable) as well as copies of report cards from the last two years, the most current report card, and standardized test scores must be presented. A review of the academic and behavioral information by the administration will determine whether or not the student will be admitted to Ascension of Our Lord School. If accepted, the student is placed on admissions probation for one year, to ensure that academic, conduct standards and financial responsibilities will be met.

II. General Guidelines Applying to Registration

A) **Returning Students** - Registration for the upcoming academic year occurs in January. A registration packet including a Stewardship Form, Acknowledgement Form and Eligibility Guidelines will be posted on the school's website (aolcrusaders.org). The Stewardship Form will be reviewed by the pastor and a tuition rate will be assigned. NO re-registrations will be accepted from families whose tuition account is overdue. Please contact the school's financial secretary if there are extenuating circumstances.

During In-School Registration, the registration fees are \$175 for the first child in the family and \$160 for each additional child. After In-School Registration, registration fees will be \$235 per child.

B) **All Students** -

- ◆ Each family will be assessed the cost of a subscription to the *Clarion Herald*.
- ◆ Registration can only be accepted with the full registration fee attached.
- ◆ Registration fees cannot be added to monthly tuition payments
- ◆ Registration fees are non-refundable.
- ◆ PreK snack fees will be paid to AOL at the time of registration.

Tuition Policies

I. General Guidelines Applying to Tuition Payments

A) Tuition rates are set in accordance with the school budget in January by the Ascension of Our Lord School Finance Committee. School tuition rates are assigned based on the following three categories:

Catholic Parishioner - a Catholic family who supports Ascension of Our Lord Church monetarily (a minimum of \$15 per week) and participates in a church ministry. The Parishioner tuition rate is a benefit to parishioners who pledge to support the church.

Catholic Non-Parishioner - a Catholic family who supports a church parish other than Ascension of Our Lord.

Catholic, Voucher - a Catholic family who supports a church parish other than Ascension of Our Lord and that parish does not have a school. The family may get a voucher from the pastor of that church.

Non-Catholic - a family who is not Catholic or a Catholic family who does not support a Catholic church.

SMART TUITION

Ascension of Our Lord School utilizes a tuition management company, *Smart Tuition*, which has been approved by the Archdiocese of New Orleans, and is responsible for following our tuition policy for the school, collecting all tuition from families, and managing the deposits for the school.

Enrollment in *Smart Tuition* is mandatory for each family. Returning families' tuition information will automatically roll over to the new school year. New families will enroll online in *Smart Tuition* at the time of registration. Our Financial Secretary is available if assistance is needed.

The partnership with *Smart Tuition* allows for a confidential system where families can see for themselves a complete report of their tuition account. A secure log-In ID enables parents to view this information at any time of day or to update personal information. Some of the benefits to our parents include:

Numerous payment options:

- *ACH auto-debit – 4 dates to choose from
- *Credit Card – 2.85% processing fee
- *Mailed Monthly Invoice – Tuition due 1st or 14th of month
- *Phone-In Payments – Customer Service available 24/7/365
- *Reminder Emails sent before the payment is due
- *Secure Online Account for each family

Fees: \$45 late fee payment
\$30 fee for failed auto-debit and failed checks

Smart Tuition is not a loan so there are no credit checks or interest charges. **Cash payments will no longer be accepted at the school office.** All tuition payments are to be made to *Smart Tuition*. Pre-Paid tuition payments will be due to *Smart Tuition* by June 15, 2020 to receive the 4% discount.

When making your tuition payment with Smart Tuition on the day it is due, be mindful that your payment must be submitted before 11:00 PM Central Standard Time to avoid a late fee. Once your account is late, you will be contacted by *Smart Tuition* via email or phone. If your account becomes seriously delinquent, your child may be asked to leave our school. In order to return, your unpaid balance must be paid in full. If you have financial or other problems, please contact us immediately.

Any student who is presently enrolled in Ascension of Our Lord School and registers for the next school year after June 1st will be required to pay all registration fees, late fees and past due tuition in full at the time of registration.

The tuition account must be up-to-date by December 31st for the student to return to school in January. The final payment (PreK3 – 7th grades) is due in May. All accounts (tuition, AM/PM Care, Lunch, etc.) must be paid in full in order for the student to receive a report card. Tuition fees must be paid in full by May 10th in order for the PreK, Kindergarten and 7th grade student to participate in year-end celebrations.

Students who are not registered for the upcoming school year may not participate in extra-curricular activities during the summer (i.e. cheerleading or sports camps).

IV. General Church Pledges

A) If a parishioner, who is also a school parent, becomes 30 days late in fulfilling their church pledge amount, they should contact the church office (652-2615) to see what can be worked out.

B) If a parishioner, who is also a school parent, becomes 60 days late in fulfilling their church pledge amount and has not contacted the church office to work out this problem, they will **automatically** be charged the non-Catholic tuition rate for the remainder of the school year.

C) It is important for all parishioners to use the church envelopes when making weekly contributions. It makes record keeping much simpler and leaves less room for errors. It is also very helpful if the contribution amount is filled out on the front side of the envelope each week. Loose cash contributions cannot be credited to the proper accounts.