



"Where We All Come Together"
Holy Cross & St. Katharine Drexel

Kaukauna Catholic School System
2012-2013 Registration Information

Tuition Information Sheet

Registration Fees

Return by: The 2nd Monday of February: A \$50.00 non-refundable registration fee for each student is required with all registration forms (family max \$100). The fee will be deducted from your tuition

Return by 1st Monday of March: One half of the non-refundable registration fee will be deducted from tuition.

Returned after the 1st Monday of March: The non-refundable registration fee will not be deducted from tuition.

New families will have their non-refundable registration fee deducted from tuition.

Grade or Class	2012-2013 Fees
Kindergarten Tuition	\$1,460.00
Grade 1—8 1—2 children	\$2,210.00
Grade K—8 3 rd child	\$2,110.00
Grade K—8 4 th child	\$2,060.00
Grade K—8 5 th child	\$2,010.00
Fundraising Fee per family K—8	\$200.00
Volunteer Hours per family K – 8	20 hours or \$200.00
Kindergarten Milk/Activity Fee	\$30.00
Grade 5—Band Fee	\$75.00
Grade 6—8 Band Fee	\$100.00
8 th Grade Fee	\$70.00
Technology Fee PS – 8	\$10.00 per student
Home & School Fee per family PK – 8	\$20.00

****Please note:** Current families registered by the 1st Monday of March will be guaranteed a placement.

Tuition Fees and Tuition Payments

Tuition fees are assessed at the beginning of the school year. You may elect to make an annual payment, 10 monthly payments from 09/12—06/13, or 12 monthly payments from 07/12—06/13.

1. Annual Payment is to be paid in full by 9/15/12 to receive a \$40.00 tuition credit per child in Grades K—8.
2. Monthly Payment Plan—Tuition statements will be mailed out at the beginning of each month with payments due on the 15th of each month.

Tuition Late Fees

Tuition payments are due on the 15th or each month. There is a 10 day grace period for payments. Payments are considered past due on the 26th day of each month and the account will be charged a \$5.00 late fee per month.

Fundraising Fee

Each family with a student in K—8 will be assessed a \$200.00 Family Fundraising Fee. Credit towards this fee can be earned with participation in the KCSS fundraisers.

Service Hour Fee

Each family with a student in K—8 will be assessed a \$200.00 Service Hour Fee. Credit towards this fee can be earned by volunteering in the activities listed on the Family Service Hours Form on back or by paying the \$200.00 fee.

Tuition Assistance

Financial assistance continues to be available for families for students in grades K—8. KCSS, Holy Cross Parish and St. Katharine Drexel Parish are committed to providing a quality, Catholic education to all students regardless of their financial situation. Facts applications for the 2012-2013 school year are available on request from the KCSS Business Office or you may apply online with Facts Management Company at www.factstuitionaid.com. Application must be completed by April 15th, 2012. All applications are strictly confidential.

Financial Responsibility

KCSS recognizes the individual who registered the student and signs the Financial Responsibility Form as the financially responsible party for that student unless another individual assumes financial responsibility via written notice. One individual or one married couple must be identified as the responsible party for each student. KCSS will no longer split tuition, hot lunch and fees unless notified in writing by both parties. All tuition and fees will be applied to the financially responsible party.



Family Service Hours

KCSS will again have a service hour requirement for families for the 2012-2013 school year. The following information details and refreshes information you need to complete and track the hours for your family.

Parents are asked to volunteer for various events sponsored by KCSS. Each family is asked to donate a total of twenty (20) hours of time during the 2012-2013 school year helping at various fundraising, social, or service events. The hours can come from one event or a combination of events. If your family hours cannot be met, there is a buy-out option of \$200 per family. The hours need to be completed by the parents; children's hours do not count.

Family Service Hours not only help to defray costs for KCSS but also provides opportunities for parents to be involved in their child's school environment.

How do I track my hours?

You can either print the Service hour tracking form from the KCSS website and send it to the school office or email your hours to Jessica Schaff at jschaff@kcsonline.org. All forms are kept in a file so you must provide documentation on paper or by email.

How do I know when I have completed my hours?

If you complete your hours a \$200 credit will show up on your tuition billing statement indicating your hours have been completed. In addition a statement of hours will be sent out at the end of the first semester of school and also a few weeks prior to the end of the school year. If at any time you would like to know how many hours you have accumulated contact the Business Office.

What if I only partially complete my hour commitment?

If you do not complete all twenty hours for your family you will receive a \$10 credit for each hour you completed. For example if you completed 8 hours you will receive an \$80 credit.

When does the tracking period begin and end?

Family Service hours completed between June 1, 2012 and June 5, 2013 count for the 2012-2013 school year. **Hours tracking forms must be submitted no later than June 25, 2013.**

Can I share my hours with someone else?

No, parents need to complete their own hours. Friends and relatives cannot complete your hours for you.

What types of activities count towards Family Service Hours?

This is not an all-inclusive list but most events or service opportunities are included. If you would like credit for something that is not on this list please contact the Business Office to find out if it can be applied towards your hour commitment. **All Field trips including Ski Club do not count.**

The following can be used toward Family Service Hours:

Individual Fundraisers: Bravo, Grand Event, Younker's, Market Day, Christmas Tree Lot, etc.

Athletic Team Coaches: Hours requirement for the Athletic Association and Men's Tournament **do not** count.

Playground and Lunchroom Volunteers

Incentive Programs: Campbell's Soup Labels, Box Tops, cell phone and ink cartridge collection.

Parish Volunteering: If you volunteer at St. Katharine Drexel or Holy Cross Parish you may count **up to but not more than a total of 10 hours.**

Board/Committee Membership: School board, fundraising, marketing, advancement, technology board, and etc. members can count their hours.

Home and School Association: Hours worked at Home and School events count. **Attendance at the meetings does not count unless you hold an officer position.**

Classroom/Clerical Help: Envelope stuffing, running copies or helping in the classroom count. Classroom help as requested by the teacher counts, teachers may request help as needed.

If you have questions or concerns please contact Jessica Schaff at 759-4508 or by email at jschaff@kcsonline.org.



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KCSS 2012-2013 Registration Form

Please fill out completely and print legibly.

PARENT NAME(S)

LAST _____ FIRST _____

OFFICE USE ONLY

Reg Fee Pd: _____ Date: _____

Check No: _____ Cash: _____

SECTION ONE: PARENT/GUARDIAN INFORMATION

Father
First Name: _____
Address: _____
City: _____ Zip: _____
Home Phone: _____
Father's Religion: _____
Parish Membership: HC _____ SK _____ Other _____
Employment: _____
Work Phone: _____
Cell Phone (if applicable): _____
E-Mail Address (if applicable): _____
Occupation: _____
School District: Kaukauna _____ Other _____
Child(ren) lives with: Mother _____ Father _____ Both _____ Other _____

Mother
First Name: _____
Address: _____
City: _____ Zip: _____
Home Phone: _____
Mother's Religion: _____
Parish Membership: HC _____ SK _____ Other _____
Employment: _____
Work Phone: _____
Cell Phone (if applicable): _____
E-Mail Address (if applicable): _____
Occupation: _____
Will use District bus service: Yes _____ No _____

SECTION TWO: STUDENT INFORMATION**
(Please list your KCSS students oldest to youngest)

First Name MI Last Name M/F _____
Birth Date: _____ Entering Grade: _____
Birthplace (City/State): _____

First Name MI Last Name M/F _____
Birth Date: _____ Entering Grade: _____
Birthplace (City/State): _____

First Name MI Last Name M/F _____
Birth Date: _____ Entering Grade: _____
Birthplace (City/State): _____

First Name MI Last Name M/F _____
Birth Date: _____ Entering Grade: _____
Birthplace (City/State): _____

First Name MI Last Name M/F _____
Birth Date: _____ Entering Grade: _____
Birthplace (City/State): _____

First Name MI Last Name M/F _____
Birth Date: _____ Entering Grade: _____
Birthplace (City/State): _____

**St. Aloysius Campus K – 2

Holy Cross Campus 3 – 8

SECTION THREE: TUITION

Kindergarten X \$1,460 = _____
 1 – 2 children (Gr K – 8) X \$2,210 = _____
 3rd child (Gr K – 8) \$100.00 Discount \$2,110 = _____
 4th child (Gr K – 8) \$150.00 Discount \$2,060 = _____
 5th child (Gr K – 8) \$200.00 Discount \$2,010 = _____
 Fundraising Commitment \$200/family = \$200
 Volunteer Commitment (Choose below) = \$200
 _____ 20 hours / family or _____ \$200

I will pay (check one):

Annual on or before orientation day
 Monthly: 10 payments 9/15 – 6/15
 Monthly: 12 payments 7/15 – 6/15
 Yes, I would be interested in setting up ACH payments

Total = _____

I am willing to pay an additional \$ _____ toward the total cost (\$5,337.00 per child) of my child (ren)'s education. (This is a tax-deductible contribution. Contact the office for a receipt.)

Please sign below to state that you agree with the above mentioned payment terms. As a parent/guardian I understand that this application must include the following: (1) Signed Registration Form, (2) Signed Financial Responsibility Form, and (3) Payment of Registration Fee.

 (Parent/Guardian Signature)

 (Date)

 (Parent/Guardian Signature)

 (Date)

**Both parents' signatures are required.

I am interested in the KCSS Child Care Program Yes No
 I am interested in the KCSS Child Care Program during the summer Yes No
 I am interested in the KCSS Before/After School Care Program Yes No
 I am interested in the KCSS Preschool/Pre-Kindergarten Programs Yes No
 I am interested in information regarding Xavier High School Yes No



**Kaukauna Catholic School System
Financial Responsibility Form
2012-2013**

This form MUST be completed and returned to Kaukauna Catholic School System or your student's registration process will be considered incomplete. Please call the KCSS Business Office at (920) 759-4508 if you have any questions.

Student Name(s): _____
(Please list the students in order of oldest to youngest and include last names if different from that of the responsible party listed in Section A below)

Section A – Identification of the Financially Responsible Party

Name of the Financially Responsible Party & Statement Mailing Address _____

Section B – Eligibility for Multiple Student Discount

Please check here if three or more students (Grades K – 8) in the household are enrolled in KCSS: _____

Section C – Opportunity for Tax-Deductible Donation

Tuition only covers approximately 41% of the average total cost of educating each student at KCSS. KCSS relies heavily on personal donations to make up the remaining gap which averages \$3,127 per student. Please consider a tax-deductible donation if you are able.

Enclosed is my donation to KCSS of \$ _____.

Section D – Acceptance of Financial Responsibility

I have reviewed the Delinquent Tuition Policy and understand my full financial responsibility for the tuition and fees associated with the student(s) named on this form.

Signature of Financially Responsible Party
This document is void if the signature here does not match the name printed in Section A above.

Date