

## **2017 - 18 SCHOOL YEAR INFORMATION**

### **INSTRUCTIONS**

- Read information sheet (details of tuition rates, records required, etc.)
- Fill out application form **in full** – including social security number and evaluation information
- If copies of records are needed, please see the designated volunteer
- Only parishioners of St. Andrew the Apostle Church (active, supporting, and registered with a church envelope number) need to sign the Parish Support Agreement.
- Go to check-out desk for final review.

- The school will begin notifying accepted students with acceptance on February 22, 2017 for grades 1 – 7.
- Application/registration fee must be included with the application.
- The school will verify envelope numbers with the rectory staff to determine which individuals meet church support guidelines.
- **Students whose applications do not have all required records and the application fee are considered incomplete; such applications cannot be reviewed for acceptance.**

### **REFUND POLICIES**

- The application/registration fee is non-refundable if the student is placed.
- A student that is withdrawn from school between June 15 - August 5 will be charged one month's tuition. The only exception will be the case of a job relocation out of the New Orleans metropolitan area.
- Beginning September 1, students withdrawn between the 1<sup>st</sup> and 15<sup>th</sup> of the month will receive a refund for half of the month; students withdrawn between the 15<sup>th</sup> and 31<sup>st</sup> of the month receive no refund for that month.