APPLICATION PROCESS

To Do	Done	
☐	☐	• Complete an **Application for Admission** form and sign the **Tuition Rate & Agreement** for each student
☐	☐	• Return to the school office with the **Registration Fee**.
☐	☐	• The **Virginia School Entrance Health Form** is needed only for students entering <u>kindergarten, preschool or moving into Virginia from another state.</u> You will need to schedule a physical with your child's physician to complete this document. Parents complete Part I (first page of form) and physician MUST complete physical information and sign that student has had state required immunizations.
☐	☐	• **Proof of Immunization** for the Tdap booster is required for **rising 6th graders. .** Contact your child's doctor or local Health Department *as soon as possible* for an appointment.

These document are due in the office by June 1, 2018.

To Do	Done	
☐	☐	<u>**ORIGINAL** Birth Certificate</u> We are required by the Commonwealth of Virginia to see the **original** Birth Certificate **at the time registration**. ➜ *Locate this document now*! Your registration will not be complete this document. Many parents find that they need to obtain one from the state. Go online to order or to download forms.
☐	☐	<u>Baptism Certificate</u> Include a copy of the Baptism Certificate with the registration form. It is not **required** for non-catholic children. *Parishioner status will be confirmed by pastor.*
☐	☐	<u>School Records Transfer Request</u> Complete this form if your child is entering Epiphany from another school. Parent is to complete this form and **return with the application. Records will be reviewed.**

IMPORTANT INFORMATION

• Currently enrolled families <u>do not</u> need to provide **Birth or Baptism Certificates** if their child is currently enrolled and documents are in student file.

• The **Virginia School Entrance Health Form/Proof of Immunization must be turned in to the office <u>no later than June 1, 2018,</u>** or the parent must supply the date of doctor appointment.

▶**No student will be able to attend school without these documents on file.**

• Information is enclosed for families that wish to apply for **Tuition Assistance**. <u>**Currently enrolled families**</u> that receive or <u>will request assistance</u> **must** complete the **FACTS Grant & Aid** online application *and submit all supporting documentation no later than March 9, 2018.* Families that do not apply cannot be considered for financial assistance. Also note that for each student for whom you wish to receive assistance an **Application for Admission** must be on file in the school office for the 2018/2019 school year.

FACTS TUITION MANAGEMENT

In addition to processing tuition assistance applications, FACTS also serves families with the ability to make tuition payments. Families that are currently enrolled at Epiphany and making payments will have their accounts updated for the new school year. New families will create a payment account by following the FACTS online instructions.

Option 1	**Pay Tuition in Full**	• **Pay tuition in full to Epiphany** *no later than* June 1, 2018 or at Registration		**No FACTS paperwork necessary / No fees charged**
Option 2	**Direct Debit** *choice of 5th or 20th of month draw*	• **3+ Payments**	➜	**$38.00 Annual Fee**
		• **2 Payments July + Choice**	➜	**$15.00 Annual Fee**
		• **1 Payment July**	➜	**$10.00 Annual Fee**
Option 3	**Credit Card** *(This option is not recommended)*	• **One payment with Credit Card**	➜	**$10.00 FACTS Annual Fee PLUS credit card Convenience Fee**
		• **Pay monthly with Credit Card**	➜	**$45.00 FACTS Annual Fee PLUS credit card Convenience Fee**

If you have any question, please do not hesitate to call the school office at 825-9017.
Thank you for any and every way you support Epiphany Catholic School.