

Application Process:

<u>To Do:</u>	<u>Done:</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Complete an Application for Admission form and sign the Tuition Rate & Agreement for each student and return to the school office with the Registration Fee.
<input type="checkbox"/>	<input type="checkbox"/>	The Virginia School Entrance Health Form/Proof of Immunization <ul style="list-style-type: none"> This is needed for children <u>entering</u> kindergarten, preschool or moving into Virginia from another state. Your child's physician is required to complete this document. Parents complete Part I (first page of form).
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <u>Rising 6th graders need proof of dTap booster.</u> Contact your child's doctor or local Health Department as soon as possible for an appointment. This document is due in the office by June 1, 2017.
<input type="checkbox"/>	<input type="checkbox"/>	ORIGINAL Birth Certificate We are required by the Commonwealth of Virginia to see this original document at the time registration. Locate this document now , as your registration will not be complete without presenting this paperwork. Many parents find that they need to obtain one from the state. You may go on-line to order or stop by the school office for an order form.
<input type="checkbox"/>	<input type="checkbox"/>	Baptism Certificate Please submit a copy with the registration form. It is not required for non-catholic children or for those only attending preschool.
<input type="checkbox"/>	<input type="checkbox"/>	School Records Transfer Request 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.

Please note:

- Currently enrolled families do not need to provide **Birth or Baptism Certificates** if these documents have been submitted previously and are in student file.
- Please note the information regarding the **Virginia School Entrance Health Form/Proof of Immunization**. This document **must be turned in to the office no later than June 1, 2017**, or the parent must supply the date of doctor appointment. **► No student will be able to attend school without this document on file.**
- Information is enclosed for families wishing to apply for **Tuition Assistance**. Please be aware that there must be an **Application for Admission** on file in the office to be considered for financial aid of any kind. **Currently enrolled families** that receive or will request assistance must complete the FACTS Grand & Aid online application *and submit all supporting documentation. Again, Applications and ALL supporting documents MUST BE RECEIVED by FACTS Grand & Aid Assessment by March 6, 2017, in order to be considered for assistance.*

FACTS TUITION MANAGEMENT

Option 1	Pay Tuition in Full	<ul style="list-style-type: none"> • Pay tuition in full to Epiphany <i>no later than</i> June 1, 2017 or at Registration 	No FACTS paperwork necessary / No fees charged
Option 2	Direct Debit ▪ choice of 5 th or 20 th 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)	• Pay in Full on Credit Card (Master Card or Discover) →	\$10.00 FACTS Annual fee PLUS credit card convenience fee
		• Pay monthly on MC or Discover →	\$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.