



308 Oak Manor Drive
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RE-ENROLLMENT APPLICATION 2007-2008

Grades P4-K a \$100 NON-REFUNDABLE APPLICATION FEE must accompany this application.
 The BOOK & SUPPLY FEE of \$100 will be billed to your account.

Grades 1-5 a \$115 NON-REFUNDABLE APPLICATION FEE must accompany this application.
 The BOOK & SUPPLY FEE of \$115 will be billed to your account.

Grades 6-8 a \$125 NON-REFUNDABLE APPLICATION FEE must accompany this application.
 The BOOK & SUPPLY FEE of \$125 will be billed to your account

Grade applying for (Circle one): P4 K 1 2 3 4 5 6 7 8
Kindergarten Only – (Circle One): Four hour / Full Day

Student's Name _____
(First) (Middle) (Last) (Goes By)

Gender (Circle one): M / F Date of Birth _____

Was your child Baptized in the last year? Yes / No Date of Baptism _____

Address _____
(Street) (Apt#)

_____ (City) (State) (Zip)

Home Phone _____

Permission to publish in school directory? YES / NO

OFFICE USE ONLY:

Date Rec'd: _____ Accepted: _____
 Deposit: _____
 Notes: _____

Student Name: _____
(First and Last Name Please)

Family Information:

Father / Step-Father / Guardian 1 (Circle one)

Full Name _____
(First) (Middle) (Last)

Address (if different than student) _____
(Street) (Apt#)

(City) (State) (Zip)

Home Phone _____ E-Mail _____

Work Phone _____ Occupation _____

Cell Phone _____ Place of employment _____

Mother / Step-Mother / Guardian 2 (Circle one)

Full Name _____
(First) (Middle) (Last)

Address (if different than student) _____
(Street) (Apt#)

(City) (State) (Zip)

Home Phone _____ E-Mail _____

Work Phone _____ Occupation _____

Cell Phone _____ Place of employment _____

MARITAL STATUS OF PARENTS: MARRIED SEPARATED SINGLE DIVORCED WIDOWED

CUSTODY OF CHILDREN IF SEPARATED OR DIVORCED _____
Parent or Guardian's Name

Do you have other children attending St. Paul's Lutheran School? YES / NO

Name Grade 07/08

Name Grade 07/08

Name Grade 07/08

Name Grade 07/08

TUITION POLICY:

A PAYMENT PLAN MUST BE SELECTED BEFORE ACCEPTANCE CAN BE FINALIZED.

A statement of fees and a payment schedule will be received in July. Payment of all fees and tuition must be made in a timely manner and according to one of the payment plans listed below. In the event that tuition payments CANNOT be made in a timely manner, parents must contact the school office at the time payment becomes past due. If a child transfers during the year, tuition will be refunded or billed on a quarterly basis. (i.e., a child transferring in December would be responsible for 2 quarters of tuition.)

PLEASE INDICATE YOUR CHOICE OF PAYMENT PLAN BY CHECKING THE APPROPRIATE NUMBER: Changes must be made in writing and are due no later than the first business day in May. A change to your payment plan may still be made after the first business day in May, however a service charge of \$25 will be applied.

- _____ 1. **SINGLE PAYMENT** due on August 1 or closest business day with a 5% discount.
(Discount only applies if paid by August 1) No processing fee. Tuition is assessed quarterly.
- _____ 2. **THREE PAYMENTS** (August 15-November 15-March 15) There is a \$50 processing fee required for this method. Tuition is assessed quarterly.
- _____ 3. **TEN MONTHLY PAYMENTS** (August 15 – May 15) using a coupon booklet. There is a \$50 processing fee required for this method. Tuition is paid monthly but is assessed quarterly.
- _____ 4. **TEN MONTHLY PAYMENTS** (August 15- May 15) using automatic transfer. There is a \$35 processing fee required for this method. Tuition is paid monthly but is assessed quarterly.

OVERDUE TUITION POLICY:

- 1. There will be a \$25 charge for returned checks.
- 2. Any and all request for changes in tuition payments, payment intervals, deferments, refunds, or tuition assistance must be submitted in writing to the principal prior to the regular payment date.
- 3. If payments are 60 calendar days overdue and no equitable arrangements, agreeable to the principal, have been made, the child will be denied admittance to the school and a collection agency may be contacted.

TUITION ASSISTANCE:

Tuition Assistance is available. Requests for tuition assistance should be made with enrollment or re-enrollment. Application includes two parts: Part I is due with enrollment or re-enrollment. Part II is due May 1. All applications and amounts are confidential.

ADMISSION POLICY:

Students are accepted at St. Paul's Lutheran School after a careful review of:

- an adequate transcript of records from previous schools.
- any testing or screening procedures.
- a birth certificate.
- the physical, emotional, social and academic needs of the child.

Age requirements for entrance must be met on or before September 1 of the current school year. Students entering grades K-8 who are transferring from previous schools are required to provide previous report cards, standardized test scores, birth certificate and to complete a testing process as required. Final acceptance is determined by the principal.

Students are placed according to age requirements, evidence of successful completion of previous programs, recommendations of professional staff, and/or performance on testing or screening procedures.

St. Paul's Lutheran School admits students of any race, color, or national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

THIS FORM MUST BE COMPLETE, SIGNED BY PARENT OR GAURDIAN, AND ACCOMPANIED BY ALL NECESSARY DOCUMENTS FOR ENROLLMENT TO BE ACCEPTED.

Parent Signature: _____

Date: _____