

REGISTRATION PROCEDURES FOR SANTA MARIA DEL POPOLO SCHOOL

1) REGISTRATION PROCEDURES PRIOR TO MARCH 1ST

- a) Registration will begin the fourth Sunday of January and the **deadline for all is March 1st**.
- b) The first 26 children who properly register and pay their registration fees in grades Kindergarten to 4 will be immediately enrolled. Grades 5 to 8 can register up to 46 per grade since they will be taught by departments.
- c) **If a current family's tuition account is delinquent through January 31, they will be added to the waiting list. No family who is behind in payments will be enrolled for the next year unless payment arrangements have been made with the principal.**
- d) Once a grade reaches 26 students, that class will be closed, and all subsequent registrations will be put on a waiting list. Communication to the waiting list families on their enrollment status will occur after April 1st.
- e) In order to be on a waiting list, families need to fill out all registration documents and pay the registration fee. The registration fee will be refunded if enrollment is not accepted.
- f) Tuition assistance will be available for those who demonstrate need. If families wish to apply for Tuition Reduction, they must submit the school registration and fees for their children to Santa Maria and submit their tuition reduction applications directly to TADS by March 1st; otherwise they will not be considered as a candidate for Tuition Reduction. Families will be notified by April 15th if they have qualified for the tuition reduction.

2) AFTER MARCH 1ST BUT BEFORE MARCH 15TH

- a) Registration will be open only for grades that have less than 26 students in grades Kindergarten to 4 or for grades 5 to 8 until the number of students reach 46 students.
- b) In order to be on a waiting list, a family needs to register a child and pay the registration fee.
- c) **If a family's current tuition account is delinquent through February 27th, they will be added to the waiting list. No family who is behind in payments will be enrolled for the next year unless payment arrangements have been made with the principal.**
- d) We will continue to accept registration for families who want to apply for Tuition Reduction Assistance. However, the priority will be for families who have registered their children before March 1st. Families, who register their children after March 1st and want to have Tuition Reduction, will be informed if they have been accepted to receive assistance by April 30th.

Established April 3, 2008

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