

# **Annual Enrollment Kit**

## **Scholastic Year 2010/2011**

Admissions and Enrollment	Page 2
Tuition & Financial Aid Process	Page 3
Important Deadline Dates & Required Actions	Page 4
Additional Financial Aid Request Form	Page 5

**Please Note:**

The 2010/2011 tuition rate for Notre Dame High School is \$7,345. Additional fees include a \$325 Student Life Fee applicable to all students and a \$100 Graduation Fee for seniors. These fees are included in tuition invoices.

## **Admissions and Enrollment**

### **Admissions:**

Notre Dame High School requires all in-coming students to follow a formal admission procedure to determine their potential for success at Notre Dame.

For student admittance, the following items must be completed and returned to Mrs. Karen Rapone at the Notre Dame Guidance Office (585) 343-2783 ext. 137:

1. A fully completed application form.
2. Two letters of recommendation from non-relatives.
3. A properly completed "Release of School Records" form.
4. A properly completed "Request for Transportation" form.
5. A properly completed "Textbook Request" form.

After all of the above documents have been received, the student's enrollment request will be evaluated by Notre Dame High School Principal, Dr. Joseph Scanlan and students selected for admission will receive an official letter of acceptance from Dr. Scanlan. After a student has received the letter of acceptance, the following actions must be taken:

1. Parents seeking financial aid must complete an on-line application and submit supporting documents to FACTS Grant & Aid Assessment at [www.factstuitionaid.com](http://www.factstuitionaid.com) by March 31, 2010.
2. Payment of a \$75 one-time new student registration fee (payable to Notre Dame High School) must be received by April 1, 2010. The registration fee applies to all students entering Notre Dame and is non-refundable. The fee also applies to students who've transferred out of Notre Dame and wish to return.
3. Payment of a \$100 good faith tuition deposit (payable to Notre Dame High School) must be received by April 1, 2010 or upon acceptance for all in-coming students. The good faith deposit will be fully refunded if a student withdraws before the commencement of classes.

### **Enrollment:**

After all of the above criteria have been met a student will be considered formally enrolled.

### **Tuition Payment Agreements:**

A signed tuition payment agreement must be filed with the Notre Dame High School Business Office for all students attending Notre Dame. For details contact Donald Conners, ND Business Manager at 343-2783 ext. 103 or email [Donald.conners@ndhsbatavia.com](mailto:Donald.conners@ndhsbatavia.com).

A 5% discount will be given to families who pay the net tuition in full by May 15, 2010. Or, tuition can otherwise be spread over monthly installments by FACTS electronic funds transfer agreement. Either the full tuition payment or the first monthly tuition payment is due by May 15, 2010.

If full payment or the first payment under a monthly plan is not received by May 15, 2010 the student's financial aid will be forfeited and made available to another Notre Dame student.

## **Tuition & Financial Aid Process**

Notre Dame has a Cost Based Tuition/Needs Based Tuition Assistance Program. Under this program, the Board of Trustees establishes the tuition rate annually based on the cost of educating students at Notre Dame. The program encourages all families to apply for financial aid and distributes aid to those with the greatest need. Financial aid enables Notre Dame to deliver a quality education to the maximum number of students.

Financial aid is given to students in the form of scholarships and non-restricted funds from the Notre Dame High School of Batavia Educational Foundation, Inc. Parents are directed to apply on-line for financial aid at [www.factstuitionaid.com](http://www.factstuitionaid.com). Notre Dame contracts with FACTS Business Solutions, an independent third party to perform grant & aid assessments and make aid recommendations. There is no cost to parents to apply through FACTS for financial aid. The FACTS website uses encryption technology to safeguard the confidentiality of information.

After the FACTS on-line application has been completed and supporting documents received, FACTS will make aid recommendations for financial aid which are incorporated into 2010/2011 tuition invoices mailed to parents.

After parents receive the tuition invoice, they can pay tuition in full by May 15, 2010 to receive a 5% early payment discount, Or parents can enter into a FACTS tuition payment agreement to spread tuition into ten (10) monthly installments.

Notre Dame gives a 10% multi-student tuition discount to families with two or more students from the same family in attendance at Notre Dame. The discount applies to a second or third student.

If after receiving your tuition invoice you need additional financial aid to afford a Notre Dame education, you can submit an application for Additional Financial Aid Form by using the form on page 5 of this kit.

**Requests for Additional Financial Aid are due at the Notre Dame Business Office by May 1, 2010.**

A sub-committee of the Board of Trustees called the Admissions Committee is charged with evaluating all requests for additional financial aid. Such applications will be placed into a pool and reviewed by the Admissions Committee. The Committee will convene at one time to review all applications for Additional Financial Aid and review each application on its merits and will make additional financial aid determinations by July 15, 2010. Aid will be granted on the availability of supplemental aid. There is no assurance that Additional Financial Aid will be given.

## Notre Dame Admissions and Tuition Process Important Dates – 2010

This schedule is a guide of deadlines and actions for the Notre Dame Admissions and Tuition Process for the 2010/2011 scholastic year. Please retain this schedule for reference

Date:	Deadlines & Required Actions
January 26, 2010	Board of Trustees established 2010/2011 tuition rate and set the total amount of Financial aid available for 2010/2011.
March 31, 2010	On-line FACTS application and all supporting documents (2008 Federal income tax & 2009 W-2) must be received by FACTS.
April 1, 2010	New student registration fee of \$75 and a \$100 good faith tuition deposit are due to Notre Dame High School. If a student is accepted after April 1, 2010, the registration fee and the good faith deposit are due on acceptance.
April 1, 2010	FACTS completes grant & aid assessments and makes financial aid recommendations.
April 19, 2010	Tuition invoices mailed to parents.
May 1, 2010	Requests for Additional Financial Aid are due to Notre Dame Business Office.
May 15, 2010	Full payment of net tuition is due to receive a 5% early payment discount.
	Completion of FACTS Tuition Payment Agreement and payment of first month's tuition is due to ND. <u>If the first month's tuition payment is not received by this deadline, all financial aid awarded to the student will be forfeited and made available to other worthy students in need of financial assistance.</u>
July 15, 2010	Admissions Committee review & determinations for Additional Aid Pool

## Notre Dame High School Additional Financial Aid Request Form

We understand that unforeseen circumstances may arise wherein a family may need additional financial aid in order for their student(s) to attend Notre Dame. The Board of Trustees has a process to allow families to apply for additional aid in such situations.

This form enables a family to apply for additional financial aid consideration over and above the FACTS aid recommendation which appears on the 2010/2011 tuition invoice. To be considered for additional aid the following requirements MUST be met before the Admissions Committee will review a request:

1. The FACTS on-line financial aid application & all supporting documents must have been received by FACTS.
2. Notre Dame must have received the FACTS financial aid recommendation.
3. The registration fee (if applicable) and a minimum good faith tuition deposit of \$100 must have been received by April 1, 2010.

After the above requirements are met, submit this form to the ND Business Office by May 1, 2010. Thereafter, your application will be placed into a pool for consideration for additional financial aid. The Admissions Committee will review all such applications no later than July 15<sup>th</sup> and award additional financial aid to families based on the merits of each application and the parameters of available financial aid. There is no assurance that additional financial aid will be given.

Student Name/Parent Name: \_\_\_\_\_/\_\_\_\_\_

Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Amount of financial aid granted on tuition invoice: \_\_\_\_\_

Have you pursued aid from other sources (i.e., parish/relatives/friends/others) (circle one)      **Y**      **N**

If so, how much did you receive: \_\_\_\_\_

Amount of tuition you are able to pay: \_\_\_\_\_

Please list the reasons why you are requesting additional financial aid:

---

---

---

---

---

---

---

---

---

---

Signature: \_\_\_\_\_

I authorize FACTS to release my financial information to the Admissions Committee for review.