

## Communication for Returning Families

### Changing to Continuous Enrollment

Dear Families,

In order for your student to be enrolled for the 2025-2026 school year, you are being asked to review and complete our ***NEW Continuous Enrollment Agreement*** via our Re-enrollment Packet in FACTS.

You will find your Reenrollment Packet in your **FACTS Family Portal**. Click on the **Apply / Enroll** tab, then select **Enrollment / Reenrollment** to access your **Packet**. Please take the time to carefully read the following to better understand the changes you will see in this new packet.

#### Understanding Continuous Enrollment

##### **How does it work?**

With Continuous Enrollment, your student will have a reserved seat in each subsequent school year and will thus be continuously enrolled. You will secure their enrollment each year by reviewing and submitting the next year's **Back to School Packet** and paying the annual deposit fee.

##### **Will we have to Re-enroll every year?**

No. The Continuous Enrollment Agreement you sign for the 2025-2026 school year will secure your student's seat through graduation from Our Lady of Perpetual Help School. The policies regarding satisfactory performance to remain in school and withdrawing from school have not changed. However, each following year, you will only have to complete a vastly scaled down **Back to School Packet** after you are given the opportunity to review policies and reaffirm your desire to partner with Our Lady of Perpetual Help School.

##### **Must I sign the Back to School Packet to be enrolled next year?**

Yes. Every year we update policy and make handbook changes, and you will need to review and affirm your agreement and support. Your student will not be able to attend classes for the following year until the school has received your completed **Back to School Packet**. There is no fee associated with submitting this packet, however it is required.

##### **What did I commit to paying when I enrolled?**

When you complete the initial Continuous Enrollment Packet, you will make a choice of payment plan for Tuition & Fees for the upcoming school year. That same payment plan will be automatically applied to the following year unless you notify Our Lady of Perpetual Help School that you would like to change your plan. All tuition and enrollment fees will be charged to your FACTS Payment Plan and an annual deposit in the amount of \$700 (TK)/ \$900 (K-8) per student will be due June 5, 2025. The remainder of the charges applied to the payment plan will be due on July 5 and each payment plan installation date(s) based upon the payment plan you have selected. The Tuition and Fees for 2025-2026 and the available payment plans can be found on the Our Lady of Perpetual Help School website Tuition & Fees Page.

Your Continuous Enrollment Agreement with Our Lady of Perpetual Help School is a multi-year commitment. Although most families' intent is for their student(s) to graduate from Our Lady of Perpetual Help, we understand this may not occur for a few families. Therefore, there is an option to notify us of your intention not to return and be released from your Continuous Enrollment Contract.

Each year, the opportunity to be released without financial obligation for future years is **May 1**.

### How do I opt-out (withdraw) from my Continuous Enrollment Agreement?

To opt-out (withdraw) from your Continuous Enrollment agreement for the upcoming school year, you must submit a Withdrawal Form obtained from the school office. If we receive this form by May 1<sup>st</sup>, you will have no further financial obligation for the following years. See the breakdown below of withdrawal time frames and your associated financial obligation, per the continuous enrollment agreement.

Because of the financial commitment on the school's part, withdrawals from the agreement after May 1 will be billed the corresponding annual deposit obligation through your FACTS account in June. Withdrawal notifications received after June 1 will be assessed the corresponding tuition obligation which will be due at the time of your withdrawal request.

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| <b>Prior to May 15</b>   | <b>Opt-out with no fee</b>                                |
| <b>May 16 - June 15</b>  | <b>50% of annual deposit fee</b>                          |
| <b>June 15 - July 31</b> | <b>100% of annual deposit fee</b>                         |
| <b>August 1 or later</b> | <b>100% of annual deposit fee and 100% of tuition due</b> |

### What if I send in our withdrawal form now, but our circumstances change later in the semester?

Since you previously withdrew your child from enrollment, you will need to reapply for admission to the school based upon the availability in your child's grade level. If we have availability and the principal approves your re-enrollment request, you will be given access to a new Continuous Enrollment Agreement. Your new Enrollment Agreement will require the corresponding enrollment fee to be submitted electronically with the completed packet.

### Do you take special circumstances into consideration?

As always, Our Lady of Perpetual Help School understands changes may happen. If you choose to cancel your Continuous Enrollment Agreement outside the Spring enrollment period, you may be released from the financial obligation only by one of the following life events:

1. Death of a parent, court appointed legal guardian or the student;
2. Withdrawal at the school's request for academic or behavioral reasons;
3. A physician's written determination that a student's medical condition will no longer permit the student to attend the school;
4. Moving more than 100 miles outside of the city, due to job transfer or new employment.

If your family experiences other difficulties such as unemployment, separation/ divorce or unexpected medical illness of the person responsible for paying tuition, you may apply for **tuition assistance**. The Finance Office will review your financial needs and respond accordingly.

### Can I apply for tuition assistance?

Yes. Our Lady of Perpetual Help School offers a needs-based tuition assistance program. After you have submitted your application in FACTS with all necessary documents, it may take up to four (4) weeks to receive a tuition assistance notification from Our Lady of Perpetual Help School. We will consider your family's financial needs at any time throughout the year, however, please be aware we have a limited amount of tuition assistance.

**Where do I send my Continuous Enrollment Withdrawal Form?**

Return your signed Withdrawal Form via email to the principal or deliver it in person to the school office.