

Student Name: \_\_\_\_\_

## PILGRIM LUTHERAN SCHOOL APPLICATION PROCEDURES FOR NEW STUDENTS

1. Complete 2 page application including the Student Recommendation form for students entering grades 1-8.
2. Complete the backside of this page and return with the application, and Student Recommendation form, if applicable.
3. Obtain a **copy** of the applicant's latest standardized test results for students entering grades 1-8.
4. Obtain a **copy** of the latest year's Report Card from the present school for students entering grades 1-8.
5. Obtain a **copy** of the applicant's birth certificate for students 18 months through 1st grade.
6. Return the above items along with the application fee to the school office. (Application fees are non-refundable unless the student is not accepted for enrollment, or space is not available.)
7. The principal will call to schedule an interview with each new family. The interview process for families with students entering Kindergarten through Eighth Grade includes a parent interview, a student interview and an academic evaluation conducted by the principal. The interviews with families of children below Kindergarten are conducted with the parents; children are welcome to attend.
8. Complete the PLS student immunization form and have it signed by a physician.

### **Application Acceptance**

Applications for all grades will be accepted for consideration **beginning February 1, 2012**. Parents will be contacted for a parent-student interview with the Principal once application and fees have been submitted.

***Please be advised that Early Childhood students (18 months - PK) enrolling to start school in or after January of 2013 may not apply until December 1, 2012. Available spots will not be held prior to December 1, 2012.***

### **Student Fees** (Non-refundable once student has been accepted)

Fees include: Book Usage, Consumables, Art, Party, Creative Learning, Technology (K-8th), Transportation (5th-8th), and Smart Tuition (T-8th).

\*Field Trip fees are not included in this fee and will be collected in cash by teachers if applicable.

\*\*School supplies are not included in this fee. A list of required school supplies will be provided.

### **Activity Fee** (Non-refundable once student has been accepted)

Beginning in the 2012-2013 school year, Pilgrim Lutheran School has discontinued all major fundraisers. Pilgrim Lutheran School is a **non-profit** school. Fundraisers have been necessary for Pilgrim Lutheran School to provide the most up-to-date educational materials and technology possible for our students, while keeping our tuition affordable for our parents. The Activity Fee has replaced monies raised by Pilgrim Lutheran School and the school families each year to fund these programs. All fees have been carefully calculated to ensure we are able to cover our costs and to be prepared for unseen costs, such as repairs or unforeseen equipment replacement.

**\*\*\*All fees for those starting in January, 2013, and after, will be reduced by half.**

**Application Fee** - The appropriate fee (listed below) must accompany this application. Fees are non-refundable once the family has met with the principal and has been accepted.

<b><u>Application Fee</u></b> <b>(Due with application)</b>	<b><u>Activity Fee</u></b>	<b><u>Student Fees</u></b>
All students 18 months - 8th grade	Students 18 months - 8th grade attending 5 days a week	<b>18 mo./ 2's:</b> (5 day) \$145.00 (3 day) \$109.00 (2 day) \$91.00
<b>\$150.00</b>	<b>\$250.00</b>	<b>PS / Pre-K:</b> (5 day) \$180.00 (3 day) \$130.00 (2 day) \$105.00
<b><u>Early Bird Enrollment</u></b> <b>Enroll by February 29, 2012</b> <b>and receive a \$50.00 Discount.</b>	Students 18 months - 8th grade attending 2 or 3 days a week	<b>Kind. - 4th:</b> \$470.00
	<b>\$200.00</b>	<b>5th - 8th:</b> \$530.00
	Upon acceptance, the Activity Fee will be due to the school office.	Student fees will be due in full by final registration in August, 2012, or you may distribute the fees over the tuition payment plan you choose. This option will result in higher tuition payments. Families enrolling after final registration in August, 2012, will also have the option to distribute this fee over the tuition payments, or may pay this fee one month after acceptance.

Monthly tuition will be paid through Smart Tuition Services. All timeframes for Toddler - Pre-K begin at 7:30 a.m. with the exception of the full day timeframe, 6:30 a.m.-6 p.m. For those needing care before 7:30 a.m., please add the following amount to the timeframes listed below: **\$62/month - 5 days/wk; \$40/month - 3 days/wk; \$28/month - 2 days/wk.**

\*\*\*Students enrolled between the hours of 7:30 a.m. - 11:30 a.m. (educational portion) are eligible for multiple children discounts.

<i>Please circle your tuition choice</i>		<i>5 Days a Week</i>	<i>3 Days a Week MWF</i>	<i>2 Days a Week T,Th</i>
<i>Toddler / Two's</i> <i>Children 18 mo. by Sept. 1st</i> <i>or children 2 yrs. by Sept. 1st.</i>	<i>6:30 a.m. - 6:00 p.m.</i>	\$840	\$550	\$380
	<i>***7:30 a.m. - 11:30 a.m.</i>	\$480	\$315	\$220
	<i>7:30 a.m. - 3:30 p.m.</i>	\$700	\$455	\$315
	<i>7:30 a.m. - 6:00 p.m.</i>	\$800	\$520	\$360
<i>Pre-School &amp; Pre-K</i> <i>Children 3 yrs. by Sept. 1st</i> <i>or children 4 yrs. by Sept. 1st.</i>	<i>6:30 a.m. - 6:00 p.m.</i>	\$800	\$520	\$360
	<i>***7:30 a.m. - 11:30 a.m.</i>	\$475	\$310	\$215
	<i>7:30 a.m. - 3:30 p.m.</i>	\$670	\$435	\$300
	<i>7:30 a.m. - 6:00 p.m.</i>	\$780	\$510	\$350

<i>Please circle your tuition choice</i>		<i>*Annual 3% discount if paid by June 1, 2012</i>	<i>12 Month Plan Payments made May-April Deadline for 12 months is April 1st</i>	<i>10 Month Plan Payments made July-April Deadline for 10 months is June 1st</i>	<i>9 Month Plan Payments made August-April Deadline for 9 months is July 1st</i>	<i>8 Month Plan Payments made September-April Deadline for 8 months is August 1st</i>
<i>Non-Pilgrim Member</i>	<i>Kindergarten - 8th grade</i>	\$8,600	\$716.67	\$860.00	\$955.56	\$1,075.00
<i>Pilgrim Member</i>	<i>Kindergarten - 8th grade</i>	\$6,880	\$573.34	\$688.00	\$764.45	\$860.00

\* Total annual tuition for educational programs paid in full by June 1st will be reduced by 3%.

- Kindergarten - 8th grade annual tuition is paid over 8, 9, 10 or 12 months beginning and ending on the dates listed above, for services from August 2012 through May 2013.
- Multiple student discount applies only to educational programs and does not include childcare. Full tuition will be paid for the oldest child, 10% reduction on tuition for the second child, and 20% reduction on tuition for the third child.
- Prices reflect a discount for payment by direct deposit, cash or check.
- Payments will be made through SMART Tuition Services for all students Toddler - 8th grade.
- Financial aid is available for those who qualify in K-8th grade. Application for enrollment must be complete prior to applying for financial aid. You may apply through FAST (Financial Aid for School Tuition) on our website, [plshouston.org](http://plshouston.org). Click on the FAST logo under admissions. The financial aid application must be complete, including tax information, by the same deadlines that are listed above under the monthly payment plan. Tax information must be mailed to FAST a minimum of one week prior to those dates. Special envelopes to mail your tax returns to FAST are available in the school office.
- Families in K-8th grade enrolling through September 30, 2012, will be responsible for the full tuition amount and may only pay on the 8 month plan. Families enrolling October 1, 2012, and beyond will pay a prorated amount based on the number of days left in the school year. Payments will be divided over the number of months left in the school year.

**Parent check list for completed application:**

- \_\_\_\_\_ Completed Application (All Students - 18 mo. - 8th)
- \_\_\_\_\_ Tuition choices circled (All Students - 18 mo. - 8th)
- \_\_\_\_\_ Application Fee (All Students - 18 mo. - 8th; non-refundable once student has been accepted)
- \_\_\_\_\_ SMART Tuition form (All Students 18 mo. - 8th)
- \_\_\_\_\_ Copy of Birth Certificate (Students 18 mo. - 1st grade)
- \_\_\_\_\_ Current immunization record completed on Pilgrim's form with doctor's signature (All Students 18 mo. - 8th)
- \_\_\_\_\_ Copy of the latest standardized test results (students entering 1st-8th)
- \_\_\_\_\_ Student Recommendation Form (students entering 1st-8th)
- \_\_\_\_\_ Last Report Card from the last school attended (students entering 1st-8th)

**Completed by Office Staff/Principal:**

\_\_\_\_\_ Appointment with the Principal      Appointment Date/Time: \_\_\_\_\_