



St. Nicholas Academy

Dear Parents/Guardians,

Welcome to St. Nicholas Academy! Here at SNA, the education is personal as we know each student and family by name. If you're looking for individualized instruction, experienced teachers, and a warm, welcoming Catholic community, you'll want to find out more about SNA.

The faith-based education at St. Nicholas Academy is apparent to all as it is deeply embedded in our curriculum and our everyday interactions. We work collaboratively with our family and church communities to educate each child morally, physically, and intellectually.

Financial aid is available for families who qualify. For more information on how to apply for tuition assistance, please visit our website at www.stnacademy.org. You can look under the "ENROLLMENT" tab for further information. If you belong to one of our covenant parishes (OLSH, St. John, Holy Trinity), you can also apply for tuition assistance with your parish. St. Nicholas Academy also accepts EdChoice, EdChoice Expansion, and Jon Peterson Scholarships.

Provided in this packet are all the necessary registration forms you will need in order to register your child to attend SNA for the 2018-2019 school year. Please make sure you read through all forms fully and completely.

On behalf of the St. Nicholas Academy Limited Board of Jurisdiction and all of the faculty and staff at St. Nicholas Academy, we are happy you decided to take this information with you. If you have any further questions about registering your child(ren), please feel free to contact the school office at (513) 686-2727, or send us an email at cdunham@stnacademy.org or abriggs@stnacademy.org. Thank you for your interest in our school.

Cheerfully in Christ,

Mrs. Aileen Briggs
Principal, St. Nicholas Academy

Envision the Future



STUDENT ENROLLMENT FORM 2018-2019 School Year

STUDENT INFORMATION

ENROLLMENT STATUS/CHURCH AFFILIATION/GRADE LEVEL/RESIDENTIAL SCHOOL DISTRICT

- New Students (Attach the following: Birth Certificate, Catholic Baptismal Certificate, Immunization Record, and Legal Custody Documentation)
- Current Student St. Nicholas Academy
- Holy Trinity Parishioner St. John the Evangelist Parishioner St. Saviour Parishioner Sts. Peter & Paul Parishioner
- Our Lady of the Sacred Heart Parishioner Non-Catholic Non-Parishioner – Church Affiliation _____
- Residential School District of Student: Norwood Deer Park Cincinnati Public Reading Other _____
- School District Building Name: _____

STUDENT NAME/ADDRESS/PERSONAL INFORMATION

Last Name _____	First Name _____	Middle _____	DOB _____/_____/_____ DOB	Male/Female _____	18/19 Grade _____	Ethnic Background _____
Last Name _____	First Name _____	Middle _____	DOB _____/_____/_____ DOB	Male/Female _____	18/19 Grade _____	Ethnic Background _____
Last Name _____	First Name _____	Middle _____	DOB _____/_____/_____ DOB	Male/Female _____	18/19 Grade _____	Ethnic Background _____
Last Name _____	First Name _____	Middle _____	DOB _____/_____/_____ DOB	Male/Female _____	18/19 Grade _____	Ethnic Background _____

Home Address _____	City _____	State _____	Zip _____	Home Phone _____
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STUDENT(S) RESIDE WITH: Birth Mother/Father Birth Mother Birth Father Legal Guardian

Mother's Name _____	Maiden Name _____	(_____) Cell Phone _____	Living/Dec'd _____	Religion _____	Marital Status _____
Occupation _____	Employer _____	Employer's Address _____		Employer Phone Number _____	
Mother's E-mail for Weekly Information _____					

Father's Name _____	(_____) Cell Phone _____	Living/Dec'd _____	Religion _____	Marital Status _____
Occupation _____	Employer _____	Employer's Address _____		Employer Phone Number _____
Father's E-mail for Weekly Information _____				

DO YOU GIVE YOUR PERMISSION FOR ST. NICHOLAS ACADEMY TO USE PHOTOS OF YOUR CHILD/CHILDREN FOR USE IN PUBLIC RELATIONS ACTIVITIES*: YES NO

* By checking the Photo Release box to the left I give permission for my child to be interviewed, identified, and/or photographed/filmed for use in internal and external media sources, including, but not limited to, publication via web site or other technological publications, videos, newspapers, radio, or television.

Volunteer Expectations

Each family at St. Nicholas Academy is expected to serve on at least one of the following committees. Please indicate your 1st, 2nd and 3rd choice for committee assignment.

	Homeroom helper*		Hospitality for faculty
	Library*		Cafeteria*
	Walkathon*		Game Fest
	Santa Shop		Open House*
	Field Day*		XU Beer Carts
	Spaghetti Dinner		Science Day*
	Color Run*		PTO Officer
	Coach/assistant coach*		Transportation*

*indicates that it requires VIRTUS training because of significant interaction with students

Please think carefully about how you can best help the St. Nicholas Academy community.

Please write any comments below that may be helpful in assigning you to a committee.
Thank you!

St. Nicholas Academy - 2018-2019 Tuition Chart

STATUS	Number of Students in Family	2018-19 Tuition	Aid for Covenant Parish Families¹	
			2018-19 Aid Amount	2018-19 Net Tuition
CATHOLIC FAMILIES²				
	1 Student Family	4,970	990	3,980
	2 Student Family	9,450	1,910	7,540
	3 Student Family	13,720	2,750	10,970
	4 Student Family	17,890	3,570	14,320
NON CATHOLIC FAMILIES				
	Per Student	6,270		
REGISTRATION FEE (APPLIED TO TUITION)		\$ 100		

¹ FOR FAMILIES WHO BELONG TO A COVENANT PARISH AND RECEIVE NO SCHOLARSHIPS, ED CHOICE NOR TUITION AID, (EXCEPT PARISH TUITION AID). QUALIFICATION FORM MUST BE SIGNED BY PARENT/GUARDIAN AND BY COVENANT PARISH PRIEST.

² FOR NON-COVENANT PARISH CATHOLICS WITH QUALIFCATION FORM SIGNED BY PARENT/GUARDIAN AND BY PARISH PRIEST

Payment Authorization Form Instructions - 2018-19

At the top of the form enter the name and address of the person responsible for payment of the tuition. If multiple individuals will be responsible for tuition payments, each must complete and sign a Payment Authorization form.

For the 2018-2019 school year we have two payment options for tuition:

1. You may pay the tuition in-full for the year by July 31, 2018
2. You may make 2, 4, 10 or 12 equal payments via a pre-authorized charge (Debit) to your checking account.

One Payment Option - Under the single payment plan the entire tuition for the year must be paid by July 31st. If you choose this option you will be entitled to a 3% discount. **Example:** If your net tuition being paid off is \$3,500 you may deduct \$105 and pay only \$3,395 by July 31st. The discount does not apply to amounts paid by scholarships or any other tuition aid program that makes payments to the school on your behalf. If payment-in-full is not received by **August 10, 2018** a \$50 processing fee will be charged for setting up an alternative plan.

To select this option--

- 1.) Check the box in *Section A, #1*
- 2.) Sign in *Section C* at the bottom of the form

Multi- Payment Option - Under the multi-payment plan you will make equal periodic installments, to be paid in accordance with the number of payments you choose.

To select this option--

- 1.) Check the Multiple-Payments box in Section A, #2
- 2.) Check the plan box for the number of payments in Section A, #2
- 3.) On the 10 or 12 payment plans, circle the processing date you prefer
- 4.) Sign in Section C at the bottom of the form

NOTE: The form must be signed by the responsible party named at the top of the form and a voided check must be attached to the Authorization Form.

Fees - If an automatic payment is rejected by your bank, there will be a \$25.00 late fee. If the single payment plan is chosen and the full payment is not received by August 10, 2018 a \$50 processing fee will be charged for setting up an alternative payment plan. Each change made to a payment plan after August 1st will have a \$25.00 processing fee added to the next payment.

St. Nicholas Academy Payment Authorization Form - 2018-19

Name: _____ Name(s) of Student(s): _____
Address: _____
City, State, Zip: _____

Section A -- Automatic Payment Authorization (Please Check One)

1.

Single Payment

I hereby authorize St. Nicholas Academy to automatically **debit my checking account** in the amount of \$ _____ for Tuition of above named Student(s) on 07/31/2018.

2.

Multiple Payments

I hereby authorize St. Nicholas Academy to automatically **debit my checking account** in the amount of \$ _____

- 2 PAYMENT PLAN** - processed the 25th of July 2018 and the 25th of January 2019
- 4 PAYMENT PLAN** - processed on the 25th of the months of July 2018 and October 2018, January 2019 and April 2019
- 10 PAYMENT PLAN** - processed on the 5th or 20th (**CIRCLE ONE**) of each month for 10 months beginning in July 2018. Last payment is in April 2019.
- 12 PAYMENT PLAN** - processed on the 5th or 20th (**CIRCLE ONE**) of each month for 12 months beginning in May 2018. Last payment is in April 2019

Section B Checking Account Information (PLEASE ATTACH A VOIDED CHECK)

Bank Name: _____ Branch: _____
Account number: _____ Routing number: _____

Section C -- Signature

Your Signature: _____ Date: ___/___/___

For Registrar Use Only	
Total Tuition: _____	Less: Tuition Aid _____
Less Registration: _____	Less: Scholarships _____
Tuition Sub-Total _____	Net Tuition Payable: _____
	÷ # of payments _____ = Payment \$ _____

Please return this completed authorization with your Registration Form

SNA Tuition Policy

Tuition Amount

The tuition schedule will be determined by the School Board in January preceding the school year. Once the tuition amounts are approved by the Board the school may begin accepting registrations for the coming year.

Registration

Registrations must be accompanied by a registration fee of \$100.00 which is non-refundable and can be taken as a credit against the tuition amount. Registrations will not be approved until all past-due tuition for the family members is paid.

Late Registration

Registrations submitted after April 30 must include payment for any catch-up needed to bring the account current based upon the plan chosen

Payment of Tuition

The options by which tuition may be paid are as follows:

- 1) be paid in full by July 31 preceding the beginning of the school year using a check or
 - 2) be paid in equal installments by pre-approved charges to a checking account.
- At registration one of these two methods will be selected by parents/tuition payer. If the installment method is selected, an automatic payment authorization form must be completed and signed by the responsible party before the registration will be approved.

Discounts

For tuition paid in full by July 31 a 3% discount will be given on the amount of the tuition that is not paid by a scholarship, tuition aid or a state voucher.

Late Fees

If the single payment option is chosen, payment-in-full must be received at the school by July 31st. Payments received after July 31 will be denied the 3% discount. If payment-in-full is received after August 15th, then a \$50.00 late fee will be charged. For the other payment plans, if a checking account charge is denied, there will be a \$25 late fee imposed.

Special Circumstances

Any modifications in the application of this policy due to individual circumstances must be approved by the principal.

01/01/18

St. Nicholas Academy Catholic Verification Form

Parent or Guardian: _____
Name _____
Address _____
City, State, ZIP _____

I certify that I am a member of the following Catholic parish.

Check One

- Holy Trinity Parish, Norwood
- Our Lady of the Sacred Heart, Reading
- St. John the Evangelist, Deer Park
- Other Parish Name: _____
Address: _____

Signature: _____ Date _____
Parent or Guardian

Verification of Parish Membership

The above named parent or guardian is a member of my parish as checked above.

Signature: _____ Date _____
Pastor