



January 20, 2012

Dear Parents:

Registration for returning students for the 2012-2013 school year is scheduled for Monday, January 23, through Friday, February 3. The registration fee for each child is \$175.00. Please complete the enclosed registration form (or the same form which can be found on our website). **If you will have any other children entering SCS for the 2012-2013 school year, please add their names and grade levels at the bottom of the sheet. This will automatically guarantee your children a place for 2012-2013.**

Students will not be considered registered unless this form is returned, and you have gone on line to pay the **\$175.00** registration fee by Friday, February 3, 2012. St. Catherine of Siena is using First Bank and Trust secure tuition payment site for registration and, **if you would like**, tuition payment. Each parent will need to sign on and verify your parent and student information. **PLEASE WRITE DOWN YOUR PASSWORD. YOUR PASSWORD IS THE SAME EACH YEAR.** All registration and tuition must be accounted for when you register. Use a future date for the money to be withdrawn from your checking account to pay tuition unless you choose to pay it all now or sign up for a First Bank tuition loan. You must pay the amount the bank shows. If you disagree with the amount or have questions, call Maurina in the School Office at 831-1166 on Mondays, Wednesdays, or Fridays. **Online Registration and Tuition payment opens on Monday, January 23, 2012. You may go back into your account at any time to verify or change information. If you make a loan, you will be able to track your payments and balance throughout the school year.**

All loan payments begin in July. Any Scrip which you have accumulated will be subtracted from the amount of tuition owed.

- **2012-2013 Tuition** is payable in full or can be financed thru SCS with First Bank and Trust by May 15, 2012.
 - PreK 3 year olds and PreK 4 year olds ----- \$4,525.00 **for 2 children double the amount**
 - Tuition for one child in Kindergarten thru 7th grade ----- \$4,350.00
 - Family tuition rate for second child K-7th ----- \$8,050.00
 - Family tuition rate for third child or more ----- \$10,550.00
- **By Archdiocesan policy, each student from a non-contributing/out-of-parish family pays an additional \$300.00.**

The contributing in-parish fee for St. Catherine of Siena Church is **\$500.00 per family for one child and \$700.00 per family for 2 or more children and is based on the calendar year not the school year.**

Sincerely,

Frances Dee Tarantino
Principal

**Registration Information
Returning Students
2012- 2013**

Student Name	2011-2012 Grade	2012-2013 Grade	Returning (Y/N)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Please fill in the above portion even for students not returning to SCS in 2012-2013.*

Address _____

Phone _____ City _____ Zip _____

Parents' Names _____

Parents' Work # _____

E-mail _____

Incoming Sibling(s)

Student Name	Grade	Birthdate
_____	_____	_____
_____	_____	_____

Student will not be considered registered unless this form is returned and registration fee of \$175 per student is **paid online at <https://tuition.fbtonline.com> by Friday, February 3.** Registration fee is non-refundable. However, return of this form and payment of fee does not guarantee enrollment for the school year but merely reserves a place for this student. The student remains subject to all rules, regulations and standards otherwise imposed by and/or in effect at St. Catherine of Siena School.

This form must be completed and returned to the front office.

**ST. CATHERINE OF SIENA
REGISTRATION AND TUITION**

YOU MUST REGISTER AT tuition.fbtonline.com. This is a secure site. There is a link connecting you to this First Bank and Trust website on our school website at scsgators.org. If you registered online last school year, use the same email and password you used then. First Bank can help you if you can't remember your password. Click on the "forgot my password" option or phone the bank at 584-5967. The Bursar's office does not have this information. If you need assistance to use the online registration, please call the school office at 831-1166 on Mondays, Wednesdays or Fridays.

REGISTRATION FEE: DUE FEBRUARY 3, 2012 FOR RETURNING STUDENTS AND NEW SIBLINGS (non-refundable, non-transferable)

\$ 175.00 registration fee for each student applying to St. Catherine of Siena School.

TUITION RATES FOR 2012-2013 SCHOOL YEAR:

\$ 4,525 pre-kindergarten grades PK3 and PK4 (not included in the family plan)

\$ 4,350 one child (grades K through 7)

\$ 8,050 two children (grades K through 7)

\$10,550 three or more children (grades K through 7)

OTHER FEES PER CHILD (IF FAMILY IS NOT A SUPPORTING PARISHIONER)

A parishioner is one who is registered with the parish and contributes to the financial support of the parish in accordance with the Stewardship Program of St. Catherine of Siena. The Stewardship Program asks a parishioner to continuously support the parish mission in proportion to their family income. Weekly envelopes are available through the church office and contributions are recorded weekly. **To qualify as a supporting parishioner, you must have contributed a minimum of \$500 (for one child) or \$700 (for two or more children) to regular church support during the previous calendar year (2011).** By Archdiocesan policy, parishioners who are non-supporting will be charged a non-parish fee of \$300 per child.

SEE REVERSE FOR PAYMENT METHODS

ST CATHERINE OF SIENA TUITION PAYMENT METHODS

All tuition fees are due by May 15, 2012. Tuition is considered paid by use of one of the following methods: by electronic transfer, if a First Bank and Trust loan has been arranged by the due date or a personal check or cash is delivered to the Bursar's office located in the School office. **A place in school will not be guaranteed for any child whose tuition is not arranged by May 15, 2012.** No student will be allowed to start school in August until tuition and fees are paid in full.

PAYMENT BY ELECTRONIC TRANSFER:

While on the First Bank and Trust website (tuition.fbtonline.com) to register you may choose the dates to have your registration fee and tuition transferred from your checking or savings account to St. Catherine's account. This is handled as a bank-to-bank transaction and is the most secure form of payment. For example, you might select February 3, 2012 as the date of transfer for your registration and May 15, 2012 as the date of transfer for tuition payment. The date you select for the payment to be made is the date used by school as your payment date. It may take the bank up to two additional days to complete the transfer but you will not be penalized if it is beyond the final payment date.

TUITION LOANS

Archdiocesan Tuition Loan Program and School Board Policy: First Bank's Archdiocesan Tuition Loan Program will provide loans to parents who want to finance all or part of their children's education. These loans have a ten (10) month term, beginning July 1, 2012 and maturing April 1, 2013. Tuition is considered paid if a loan is arranged by the May 15th due date. The interest on each loan will be computed on a simple interest basis at 10.75% fixed rate of interest.

A \$15 late fee will be charged by the bank on loans not paid within 10 days of the date the loan is due. If payment and late charges are not made and the loan becomes 60 days delinquent, it may be cancelled by the bank and will not be reinstated. Should this occur, the bank will charge the loan plus late fees back to the school for payment. **A charged-back loan precludes the parent from obtaining a loan the following school year.**

Only parents who have paid all school assessments and whose loans are current may register their children for the following school year.

PAYMENTS BY PERSONAL CHECK or CASH

Please deliver tuition payments by **May 15, 2012** to the Bursar's office:

St. Catherine of Siena
400 Codifer Blvd.
Metairie, LA 70005



DIRECTIONS FOR PAYING ONLINE

1. Visit www.scsigators.org. There you will find and **click** the link called “Link to Online Tuition Payment.”
2. **If you are a returning parent** enter your email address and password. If you do not remember the email and password you used last year, contact First Bank and Trust. The Bursar’s office does not have this information. **If you are a new parent**, click the blue button that reads “Sign up for your account.”
3. Fill in all information that is required.
4. Click the button to “add a student.” If you have more than one student, you will be given the opportunity to add more students.
5. Fill in all information about your student.
 - 5a. When asked for “school name,” you **must** type “St. Catherine of Siena School” (without quotation marks). When you type the school name, a blue box will appear underneath it. **You must click this blue box to proceed.**
 - 5b. Click the “add student” button when you are finished supplying all information.
 - 5c. If you need to add another student, click “add another student.” When you have added all students, proceed to step 6.
6. Click the “Tuition and Fees” button.
7. Click the “Manage fees and payments” button.
8. You may now set up your preferred method of payment for the Registration fee and the Tuition.
 - 8a. The options are “bank draft,” “cash/check or other,” and “tuition loan.” Each option requires its own distinct set of information.
 - 8b. When choosing the “bank draft” method of payment, you will be asked to supply a date for payment. You may choose a future date of payment as long as it is before February 3rd for Registration, and May 15th for tuition. Do not choose a date after May 15, 2012.
9. If you choose “tuition loan”, monthly payments to First Bank and Trust will begin in July 2012.
10. You must complete the entire request (**Registration and Tuition**) or nothing will be processed
11. If you have any questions regarding tuition or the use of the online tuition payment system, please contact Maurina Renda in the School Office (504) 831-1166 on Mondays, Wednesdays or Fridays, or by email mrenda@scsigators.org.