

St. Andrew School
2019-2020 Re-registration and Tuition Information

Please read all of the following information carefully

Dear St. Andrew School Family;

Enclosed is information regarding the re-registration policy and procedures for school students returning in the Fall. Please read through this information carefully, taking note of the specified requirements and due dates.

Due April 26, 2019 –On line (through School Speak) re-registration and Registration Fee

- Families returning to St. Andrew School for the 2019-2020 school year must complete an online (through School Speak) re-registration process.
- A Registration Fee of \$150 **per family** is due to complete the re-registration. The Registration Fee is **nonrefundable** and **is credited** towards your family's 2019-2020 tuition. Please make your check payable to St. Andrew Parish.
- Families completing the re-registration process **and** submitting the \$150 Registration Fee by April 26 will be entitled to an Early Registration discount of **\$150** per student off of the published tuition rates (see Tuition Payment Option Form). A place will be secured for students who have re-registered by returning the form by the due date **and** have paid the registration fee for the upcoming school year. (See Tuition Payment Option Form section below for further deadlines and forfeiting secured place.)
- **Please note that both the re-registration process and the \$150 Registration Fee must be received on or before April 26, 2019 in order to be complete and thus entitled to the \$150 per student early registration discount.**
- Return the registration Fee by mail or hand deliver to:
St. Andrew School Attention: Debbie Joseph
4081 Reed Rd.
Columbus, OH 43220

It is the parent's responsibility to make sure forms sent through their student are delivered to the school office by the due date.

Due May 24, 2019 – Tuition Payment Option Form

- Families who do not return their Tuition Payment Option Form by the May 24, 2019 deadline will forfeit their place(s) for the upcoming school year. Families that have forfeited one or more places but wish to re-register will be accommodated if space is available. However, the family will be assessed a \$50.00 per family late fee. This fee is nonrefundable and **is not credited** towards your student's tuition.
- St. Andrew School will continue to offer two payment options for returning families.
 - 1) **LUMP SUM PAYMENT:** Tuition for the school year may be paid in one lump sum payment. This payment must be received in the school office by June 21, 2019. Due to the lower earnings on savings the prepayment discount is no longer offered. Lump sum payments may be made by cash, check or ACH debit (sign authorization form is required for ACH debit). Checks should be made payable to St. Andrew Parish. All payments must be mailed or hand delivered to St. Andrew School, 4081 Reed Rd., Columbus, OH 43220. **Payments made after June 21, 2019 will be assessed an additional late fee of \$30 for each month payment is late.**

OR

- 2) **AUTOMATIC MONTHLY PAYMENTS:** Those families not enrolled in this program during the 2018-2019 year will complete a new enrollment online at www.standrewschool.com by Friday June 7. Families enrolled in this program during the 2018-2019 school year will complete Section II on the reverse side of the Tuition Payment Option form. **FACTS agreement completed after the June 7, 2019 deadline will be assessed an additional late fee of \$30 for each month the agreement is late.**