

Student Name _____

O'Connell College Preparatory School

—Galveston Island, Texas—

NEW STUDENT ENROLLMENT PROCEDURE

To Enroll:

_____ Obtain Student Enrollment Packet for 2017-2018

Primary Paperwork

_____ Completed student application _____ Placement Test – (date _____ fee _____)
_____ Signed enrollment contract _____ \$50 App. Fee – (date _____ pmt _____)
_____ Complete Payment Schedule _____ \$400 Reg. Fee– (date _____ pmt _____)
_____ Signed ACH/Credit Card Auto Billing Agreement

Recommendation Forms: _____ Immunization Records

_____ English Teacher _____ Math Teacher _____ Principal/Counselor

All Primary paperwork is due in the Admissions Office no later than Friday, March 31st, 2017

Student is considered enrolled when the following has been received by the Admissions Office:

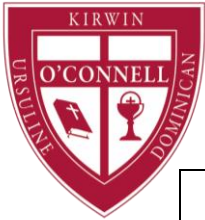
Secondary Paperwork

_____ Birth Certificate _____ Transcripts
_____ Social Security Card _____ Test Scores
_____ IRIS Alert Contact Information _____ Ethnicity/Race and Religious Affiliation Form
_____ Print Media Release _____ Cell Phone Policy
_____ Bus Transportation Agreement (if applicable)

Secondary paperwork is due in the Admissions Office no later than Friday, June 30th, 2017

FOR SCHOOL USE ONLY

_____ copy forms to _____ Main Office (student profile) _____ Finance Office (enrollment contract, payment schedule, and/or Auto Billing form, if applicable)



O'Connell College Preparatory School

Tuition and Fees Schedule 2017-2018

Payment Schedule	10 Month Payment Plan	12 Month Payment Plan
Registration Fee (<i>Due April 15th</i>)	\$400	\$400
Payment #1 due August 1 st	\$860	\$717
Payment #2 due September 1 st	\$860	\$717
Payment #3 due October 1 st	\$860	\$717
Payment #4 due November 1 st	\$860	\$717
Payment #5 due December 1 st	\$860	\$717
Payment #6 due January 1 st	\$860	\$717
Payment #7 due February 1 st	\$860	\$717
Payment #8 due March 1 st	\$860	\$717
Payment #9 due April 1 st	\$860	\$717
Payment #10 due May 1 st	\$860	\$717
Payment #11 due June 1 st		\$717
Payment #12 due July 1 st		\$717
TOTAL TUITION	Registration Fee \$ 400 10 Payments @ 860 <u>8,600</u> \$9,000	Registration Fee \$ 400 12 Payments @ 692 <u>8,600</u> \$9,000

New Student Application Fee: \$50 (non-refundable)
International Student Application Fee: \$100 (non-refundable)

Billing Options: One Annual Payment (Due August 15th);
 Two Payments (Due August 15th and December 15th),
 10 Monthly Payments (August - May) or 12 Monthly Payments* (August - July; either ACH form or Credit Card Authorization form must be completed and submitted)
 *12 month plan not available to Seniors; full tuition must be paid before graduation

Sibling Discounts: The eldest child is at full tuition. 2nd and 3rd @ 10% off
 The discount applies only to tuition, not registration fees or other fees.

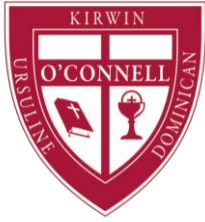
Mainland Bus Service: \$ 100/month

Uniforms: Uniforms are required for all students. A list of required and optional items may be obtained from the School Office or from our website link www.oconnellprep.com

Enrollment Notes:

1. Full registration fee is required for all students
2. Tuition will be prorated for all students entering after September 29, 2017.

Concerning Delinquent Accounts: Any student whose account becomes 60 days in arrears will be excluded from class attendance until the account is made current. The Principal may waive this restriction at his or her discretion upon the submission of a satisfactory payment plan in writing from the parent or guarantor. The Principal or the Finance Director should be consulted beforehand about the school's requirements for any such plan. Student records will not be released or transferred to other schools in cases where student accounts are in arrears. Students will not be permitted to graduate with their class if accounts are not paid in full. Students may not attend O'Connell classes at the beginning of the year if an outstanding balance remains from a previous year.



O'CONNELL COLLEGE PREPARATORY SCHOOL

PAYMENT SCHEDULE Academic Year 2017-2018

(Please Print)

Payer's Name: _____

Secondary Contact: _____

Address: _____ City _____ State _____ Zip _____

Telephone Number: Day _____ Evening _____

Email _____

Student 1: _____ Grade _____

Student 2: _____ Grade _____

Payment Plan Options: **NO CASH WILL BE ACCEPTED FOR TUITION**

- 10 monthly payments due on the 1st of each month. Starting August 1st thru May 1st
- 12 monthly payments due on the 1st of each month. Starting August 1st thru July 1st
 - Automatic Bank Withdrawal
(Complete *Authorization Agreement for Automatic Credits* (ACH Credits) form on back - top)
 - Automatic Billing – Credit Card
(Complete *Authorization Agreement for Automatic Billing to Credit Card* form on back - bottom)

Semi-Annual Payments † Due by August 15th and December 15th

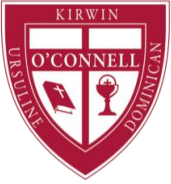
One Payment in Full † Due August 15th

† Checks or credit card may be used for semi or annual payment.

I agree to pay the balance due on the scheduled dates.

Payer's Signature

Date



O'CONNELL COLLEGE PREPARATORY SCHOOL
AUTHORIZATION AGREEMENT
AUTOMATIC CREDITS (ACH CREDITS)

For School Use Only

Annual Pmt _____

Semi Ann Pmt _____

I (we) hereby authorize O'Connell College Preparatory School, to initiate credit entries and initiate, if necessary, debit entries and adjustments for credit entries in error to my (our)
() Checking or () Savings account (select one)
at the depository/bank named below, to credit and/or debit the same to such account.

DEPOSITORY/BANK NAME: _____ BRANCH _____

CITY _____ STATE _____ ZIP _____

TRANSIT/ROUTE/ABA NUMBER: _____

ACCOUNT NUMBER: _____

This authority is to remain in full force and effect until O'Connell College Preparatory School has received written notification from me (or either of us) of its termination in such time and in such manner as to afford O'Connell College Preparatory School and Depository/Bank a reasonable opportunity to act on it.

Please deduct my monthly payment of \$ _____ on the 15th each month beginning August 2017.

Name of Enrolled Student(s): _____

(PLEASE PRINT) ACCOUNT HOLDER NAME(S) _____

ACCOUNT HOLDER SIGNATURE _____ DATE _____

Note: Please attach a voided check or confirmation of bank routing #.

O'CONNELL COLLEGE PREPARATORY SCHOOL
AUTHORIZATION AGREEMENT
AUTOMATIC BILLING – CREDIT CARD

___ I (we) hereby authorize O'Connell College Preparatory School to initiate Automatic Billing as indicated below.

___ I (we) authorize you to charge my bill directly to the credit card(s) listed below:

Card Type: *(Circle)* Visa Master Card American Express Discover

Name on credit card (exactly as printed)

Credit card number

Expiration Date

3-4 digit Card Security Code

Billing zip code

Signature

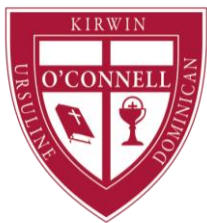
This authorization is valid until I provide you with written cancellation

Please deduct my monthly payment of \$ _____ on the 15th each month in accordance with payment schedule.

CARD HOLDER NAME (PLEASE PRINT) _____

CARD HOLDER SIGNATURE _____ Date _____

A 3% processing fee will be charged on all credit card payments.



O'CONNELL COLLEGE PREPARATORY SCHOOL
BUS TRANSPORTATION AGREEMENT
2017-2018
(for mainland students)

 Name of Student

Cell # _____

 Name of Parent or Guardian

Contact # _____

 Name of Parent or Guardian

Contact # _____

Please select one of the following locations as your student's pick-up and drop-off point for O'Connell College Preparatory School bus transportation.

Bus transportation fee: _____ \$100 round trip per month _____ \$50 one way
 (check one) (please circle which way below)

	<u>Pick Up Times</u>	<u>Drop Off Times</u>
<input type="checkbox"/> Shrine of the True Cross 300 FM 517 East Dickinson, Texas 77539	7:00 AM	3:50 PM
<input type="checkbox"/> Barcenas Mexican Restaurant Gulfway Plaza 11013 Delany Road La Marque, Texas 77568	7:15 AM	4:05 PM

Transportation Fee Amount _____

Transportation Fee Pre-paid _____

Transportation Fee Agreement Terms _____

The parent or guardian consents to pay all the bus transportation fees as assessed during the 2017-2018 academic year to O'Connell College Preparatory School, according to the payment agreement terms.

If the transportation fees are not paid in the manner agreed, the administrative staff of O'Connell College Preparatory School reserves the right to retain the student's transcript, semester grades and diploma until the account is current.

 Parent or Guardian

 Date

 Parent or Guardian

 Date