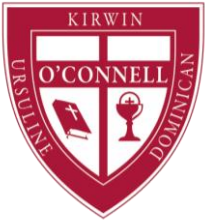


Student Name \_\_\_\_\_



# O'Connell College Preparatory School

—Galveston Island, Texas—

## Returning Student Procedure

### To Re-Enroll:

\_\_\_\_\_ Obtain Returning Student Enrollment Packet for 2018-2019

### Primary Registration Paperwork & Fees

- |   |                                    |
|---|------------------------------------|
| _____ Completed student application   | _____ \$400 Registration Fee _____ |
| _____ Signed enrollment contract  | _____ \$100 Technology Fee _____   |
| _____ Complete Payment Schedule   |                                    |
| _____ Confirmation of enrollment in<br><i>FACTS</i> tuition management plan |                                    |

All Primary paperwork is due in the Admissions Office no later than Wednesday April 18<sup>th</sup>, 2018.

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

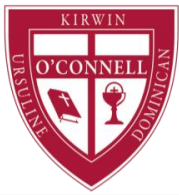
### Secondary Paperwork

- \_\_\_\_\_ Updated Immunization Records
- \_\_\_\_\_ IRIS Alert Contact Information Form
- \_\_\_\_\_ Print Media Release
- \_\_\_\_\_ Cell Phone/Electronic Device Policy † (*emailed in June*)
- \_\_\_\_\_ Bus Transportation Agreement (if applicable)

**Secondary paperwork is due in the Admissions Office no later than Friday June 29<sup>th</sup>, 2018.**

**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

—Galveston Island, Texas—

## Returning Student Enrollment Form

### APPLICANT INFORMATION

Applying for Grade \_\_\_\_\_ for School Year \_\_\_\_\_ SSN \_\_\_\_\_

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Preferred Nickname \_\_\_\_\_

\_\_\_\_\_  Male  Female

Birthdate \_\_\_\_\_ Siblings at OC \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

### PARENT/GUARDIAN I

(Please check)  Father  Mother  Stepfather  Stepmother  Guardian  Other: \_\_\_\_\_

(Please check)  Mr.  Ms.  Mrs.  Dr.  Other: \_\_\_\_\_  Check if this person is responsible for school related decisions.

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Preferred Name \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_ Title \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Non-Custodial Spouse (if applicable) \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### PARENT/GUARDIAN II

(Please check)  Father  Mother  Stepfather  Stepmother  Guardian  Other: \_\_\_\_\_

(Please check)  Mr.  Ms.  Mrs.  Dr.  Other: \_\_\_\_\_  Check if this person is responsible for school related decisions.

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Preferred Name \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_ Title \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Non-Custodial Spouse (if applicable) \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### PARENT'S VERIFICATION STATEMENT

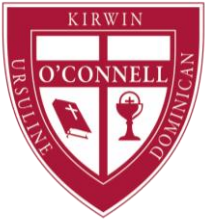
Withholding or misrepresenting information may jeopardize admission to O'Connell College Preparatory School. My signature below indicates that all information contained in this application is correct, complete, and honestly presented.

Parent or Guardian

Parent or Guardian

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date



# O'Connell College Preparatory School

—Galveston Island, Texas—

## ENROLLMENT CONTRACT

Student

\_\_\_\_\_  
Last Name First Name School Year Grade

In consideration of the acceptance of this reservation by O'Connell College Preparatory School, the undersigned agrees to pay the required fees as specified on the attached schedule of payments.

### Terms of the Contract

I understand that as the parent or guardian financially responsible for the student, I am obligated to pay the full annual tuition charges once I have completed my final Registration Fee payment of \$400. No portion of such fee and tuition so paid or outstanding will be refunded or canceled notwithstanding the subsequent absence, withdrawal, or dismissal from the school of the above student.

I understand that in signing this Enrollment Contract for the coming academic year, I am agreeing to accept the rules and regulations of the School as stated in the current handbook and the rule concerning payment of fees and tuition as referred to above. Furthermore, I agree to the School's policy that no student will be permitted to take examinations nor will grades and transcripts be released unless an account has been paid in full. If an account is not current after 360 days, the student will be withdrawn until the account is current.

I understand that the Enrollment Contract must be accompanied by \$400 Registration Fee in order to reserve a place for my child in O'Connell College Preparatory School for the school year. Upon submission of the full Registration Fee, and signing of this agreement, I understand that I have secured a place in O'Connell College Preparatory School for my child for the school year.

**For returning O'C students:** This Enrollment Contract is contingent upon successful completion of the 2017-2018 school year, all previous financial obligations to the school having been met, and payment of 2018-2019 registration fee.

**For new O'C students:** This Enrollment Contract is contingent upon successful completion of the admissions process, payment of the application and registration fees, and formal acceptance by O'Connell.

This document shall be interpreted in accordance with the laws of the State of Texas.

### Signature of Parent(s)/Guardian(s) financially responsible for the student

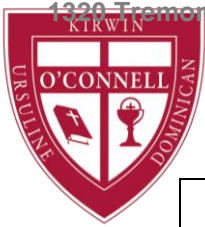
(1) \_\_\_\_\_ (2) \_\_\_\_\_  
Signature Date Signature Date

*O'Connell College Preparatory School does not discriminate on the basis of race, religion, gender or national origin in its education program, admissions policies, employment, or any other School activities.*

#### FOR SCHOOL USE ONLY

New Student Application Fee (\$50.00) \$ \_\_\_\_\_ Received on \_\_\_\_/\_\_\_\_/\_\_\_\_ Check# \_\_\_\_\_

Registration Fee (Due with Application) \$ \_\_\_\_\_ Received on \_\_\_\_/\_\_\_\_/\_\_\_\_ Check# \_\_\_\_\_



# O'Connell College Preparatory School

## Tuition and Fee Schedule 2018-2019

Payment Schedule	10 Month Payment Plan	12 Month Payment Plan
Registration Fee ( <i>Due April 18th</i> )	\$400	\$400
Technology Fee ( <i>Due April 18th</i> )	\$100	\$100
Payment #1 due August 1 <sup>st</sup>	\$870	\$725
Payment #2 due September 1 <sup>st</sup>	\$870	\$725
Payment #3 due October 1 <sup>st</sup>	\$870	\$725
Payment #4 due November 1 <sup>st</sup>	\$870	\$725
Payment #5 due December 1 <sup>st</sup>	\$870	\$725
Payment #6 due January 1 <sup>st</sup>	\$870	\$725
Payment #7 due February 1 <sup>st</sup>	\$870	\$725
Payment #8 due March 1 <sup>st</sup>	\$870	\$725
Payment #9 due April 1 <sup>st</sup>	\$870	\$725
Payment #10 due May 1 <sup>st</sup>	\$870	\$725
Payment #11 due June 1 <sup>st</sup>		\$725
Payment #12 due July 1 <sup>st</sup>		\$725
<b>TOTAL TUITION</b>	Registration Fee \$ 400 Technology Fee \$ 100 10 Payments @ 870 <u>8,700</u> <b>\$9,200</b>	Registration Fee \$ 400 Technology Fee \$ 100 12 Payments @ 725 <u>\$8,700</u> <b>\$9,200</b>

**New Student Application Fee:** \$50 (non-refundable)  
**International Student Application Fee:** \$1,000 (non-refundable)

**Billing Options:** One Annual Payment (Due August 15<sup>th</sup>);  
 Two Payments (Due August 15<sup>th</sup> and December 15<sup>th</sup>),  
 10 Monthly Payments (August - May) or 12 Monthly Payments\* (August - July)  
 \* FACTS payment registration must be completed at  
<https://online.factsmtg.com/signin/4L1DW>  
 \*12 month plan not available to Seniors; full tuition must be paid before graduation

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

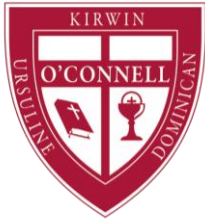
**Mainland Bus Service:** \$ 100/month round trip; \$50 one way

**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](http://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, 2018.

**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 2018-2019

(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**

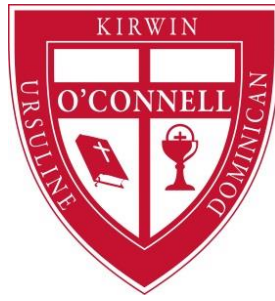
- 10 monthly payments due on the 1<sup>st</sup> or 15<sup>th</sup> of each month, according to ACH agreement, starting August 1<sup>st</sup> thru May 1<sup>st</sup>
- 12 monthly payments due on the 1<sup>st</sup> or 15<sup>th</sup> of each month, according to ACH agreement, starting August 1<sup>st</sup> thru July 1<sup>st</sup>
  - 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 15<sup>th</sup> and December 15<sup>th</sup>
- One Payment in Full † Due August 15<sup>th</sup>

† 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



# FACTS TUITION MANAGEMENT GUIDELINES

Dear Parent,

This year we will utilize the online service of FACTS to process tuition payments. FACTS will be the standard submission format for all tuition payments.

Please note the following features in using the FACTS system:

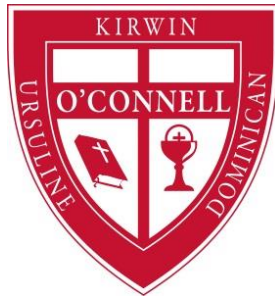
- ❖ Convenient and secure customized online payment plan sign-up
- ❖ Payment reminders 5 days prior to scheduled payment date, email or text
- ❖ Multiple payment plan options, including by automatic bank payment, credit card payment with 2.85% service fee, check, and online payment
- ❖ Ability to switch payment methods (e.g., from checking to credit card)
- ❖ Payments that can be paid from your mobile device
- ❖ No debt is incurred, no interest is charged, and you don't have to qualify

To start the process, please following these simple steps to enroll in a payment plan:

Log onto the School's website at [www.oconnellprep.com](http://www.oconnellprep.com) and click on the "FACTS" logo or go straight to <https://online.factsmgt.com/signin/4L1DW>

- If you have an existing Tuition Payment Plan and have already created a username, simply enter your existing username and password and click "Sign In". If you are a New FACTS USER please select "Create a username & password" to begin.
- Then click on the Set Up a Payment Plan link or Start Application link.
- Select the appropriate school year.
- The application process is self-guided.
- FACTS has a 24/7/365 helpline available to you should you have any questions at 1(866)441-4637, or, call Shanna Pennington at (409)765-5534 if you need assistance.
- The charge per application is \$50. This amount due is to be paid directly to FACTS.

Thank you for your loyalty to O'Connell, and for your support in our efforts to provide an exemplary Catholic education for your children.



## GUARDIAN ANGEL - FINANCIAL AID

The Guardian Angel Program provides *tuition assistance* to O'Connell students. Tuition assistance is available as a needs-base grant which includes a volunteer-school component.

The program utilizes FACTS Grant & Aid Assessment to provide an objective and uniform need evaluation. This evaluation is based upon a variety of financial components, including family size, income, assets and other data. FACTS works directly with families to collect and process applications. Once compiled, FACTS issues a report to OCPS with recommendations of what each family should reasonably contribute towards tuition. The Guardian Angel Committee then reviews the recommendations and families are contacted with results. Students must first have submitted O'Connell registration paperwork and registration fee to be considered for tuition assistance.

Applications will open on January 3<sup>rd</sup>, 2018. Families applying for financial aid will need to complete an online application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by the application closure date of April 18<sup>th</sup>, 2018. Applicants can apply by clicking the FACTS link at [www.oconnellprep.com](http://www.oconnellprep.com). Once an online application has been completed, the following information will need to be sent to FACTS to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules.
- Copies of your 2017 W-2 forms for both you and your spouse.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All supporting documentation can be uploaded in pdf format online.

Documentation can also be faxed to 866-315-9264 or mailed to the address below. **Please be sure to include the applicant ID on all faxed or mailed correspondence.**

FACTS Grant & Aid Assessment  
P.O. Box 82524  
Lincoln, NE 68501-2524

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 866-441-4637.