

Student Name _____

O'Connell College Preparatory School

—Galveston Island, Texas—

NEW STUDENT ENROLLMENT PROCEDURE

To Enroll:

_____ Obtain Student Enrollment Packet for 2018-2019

Primary Registration Paperwork/Requirements

- | | |
|--|---|
| _____ Completed student application | _____ Placement Test – (date _____ fee _____) |
| _____ Signed enrollment contract | _____ \$50 App. Fee – (date _____ pmt _____) |
| _____ Complete Payment Schedule | _____ \$400 Reg. Fee– (date _____ pmt _____) |
| _____ Confirmation of enrollment in
FACTS tuition management plan | _____ \$100 Technology Fee (date _____ pmt _____) |

Recommendation Forms: (available at www.oconnellprep.com, or call 409-765-5534 for hardcopies)

_____ English Teacher _____ Math Teacher _____ Principal/Counselor

All Primary paperwork is due in the Admissions Office no later than Wednesday, April 18th, 2018

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

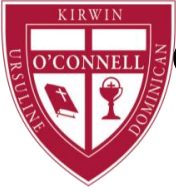
Secondary Paperwork

- | | |
|---|---|
| _____ Birth Certificate | _____ Transcripts |
| _____ Social Security Card | _____ Test Scores |
| _____ IRIS Alert Contact Information | _____ Immunization Records |
| _____ Print Media Release | _____ Cell Phone Policy † (emailed in June) |
| _____ Bus Transportation Agrmt. (if applicable) | _____ Ethnicity/Race & Religious Affiliation Form |

Secondary paperwork is due in the Admissions Office no later than Friday, June 29th, 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—

Application for Admission

(\$50 Application fee required upon submission)

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 _____ Cell/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 _____ Cell/Home Phone _____

Place of Employment _____ Title _____

Street _____ City _____ Zip _____

Email Address _____

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

ADDITIONAL FAMILY INFORMATION

Check if appropriate: Parents separated Parents divorced Father deceased Mother deceased

If divorced, who has legal custody? _____ With whom does the applicant live? _____

Mailings should be sent to:

Both Parents Father Mother Guardian

Language(s) Spoken In the Home: English Other _____

List Siblings Names	Ages	List Siblings Names	Ages
_____	_____	_____	_____
_____	_____	_____	_____

EDUCATION HISTORY (Grade Kindergarten – 8th)

Applicant's Current School	Grades Attended
Address	City
Zip	Phone

Previous School	Grades Attended
Address	City
Zip	Phone

Has your child ever skipped or repeated a grade? No If yes, please explain:

Has your child ever been dismissed, suspended or denied admission by any school for any reason?

No If yes, please explain: _____

Transfer students must submit final transcripts from the school they currently attend before being officially accepted to O'Connell College Preparatory School.

O'CONNELL FAMILY HISTORY

Indicate family members who are currently or have previously attended O'Connell, Kirwin, Ursuline, or Domican Schools

<input type="checkbox"/> Father _____	Class of _____	School _____
<input type="checkbox"/> Mother _____	Class of _____	School _____
<input type="checkbox"/> Grandparent _____	Class of _____	School _____
<input type="checkbox"/> Uncle(s) _____	Class of _____	School _____
<input type="checkbox"/> Aunt(s) _____	Class of _____	School _____
<input type="checkbox"/> Sibling(s) _____	Class of _____	School _____
<input type="checkbox"/> Cousin(s) _____	Class of _____	School _____

ADDITIONAL INFORMATION

If applicant has ever been evaluated for special academic or behavioral concerns, indicate here.
A copy of these test results must accompany this application.

(Please check) ADD ADHD Dyslexia Speech Impairment Hearing Impairment Other (specify) _____

If applicant has been eligible for Special Education Services or 504 designation within the past 3 years, please indicate what type and when: _____

Indicate any specific accommodations granted to facilitate the applicant's education: _____

If applicant has been on medication for educational purposes, indicate what medication and frequency of dosage: _____

Has applicant received counseling support in the past 3 years? Describe type and frequency of counseling sessions: _____

Has applicant had any discipline problems or are there any pending discipline problems at school? If yes, please explain: _____

Has applicant ever been arrested or convicted of a crime? If yes, please explain: _____

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

APPLICANT'S PROFILE AND ESSAY

(This page is to be completed by the student applicant in his/her own handwriting)

List any activities in which you have been involved (clubs, sports, etc.) and any other hobbies or interests you have:

(cont.)

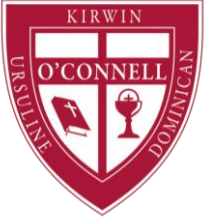
How did you find out about O'Connell?

Please write a short essay entitled: "How an O'Connell education can contribute to my future and what I can contribute to the school."

Signature of Applicant

Date

Please send this completed application along with a \$50 non-refundable fee to: Registrar
O'Connell College Preparatory School
1320 Tremont Street
Galveston, TX 77550



O'Connell College Preparatory School

—Galveston Island, Texas—

ENROLLMENT CONTRACT

Student

Last Name	First Name	School Year	Grade
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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 60 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.

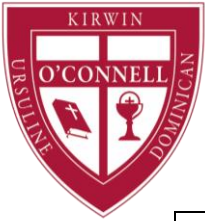
Signature of Parent(s)/Guardian(s) financially responsible for the student

(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# _____
Technology Fee (Due with Application)	\$ _____	Received on ____/____/____	Check# _____



O'Connell College Preparatory School

Tuition and Fees Schedule 2018-2019

Payment Schedule	10 Month Payment Plan	12 Month Payment Plan
Registration Fee (<i>Due April 15th</i>)	\$400	\$400
Technology Fee (<i>Due April 15th</i>)	\$100	\$100
Payment #1 due August 1 st	\$870	\$725
Payment #2 due September 1 st	\$870	\$725
Payment #3 due October 1 st	\$870	\$725
Payment #4 due November 1 st	\$870	\$725
Payment #5 due December 1 st	\$870	\$725
Payment #6 due January 1 st	\$870	\$725
Payment #7 due February 1 st	\$870	\$725
Payment #8 due March 1 st	\$870	\$725
Payment #9 due April 1 st	\$870	\$725
Payment #10 due May 1 st	\$870	\$725
Payment #11 due June 1 st		\$725
Payment #12 due July 1 st		\$725
TOTAL TUITION	Registration Fee \$ 400 Technology Fee \$ 100 10 Payments @ 870 <u>\$8,700</u> \$9,200	Registration Fee \$ 400 Technology Fee \$ 100 12 Payments @\$ 725 <u>\$8,700</u> \$9,200

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

International Student Fee: \$1,000 (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)

* FACTS payment registration must be completed at

<https://online.factsmgt.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. 2nd and 3rd @ 10% off
 The discount applies only to tuition, not registration fees or other fees.

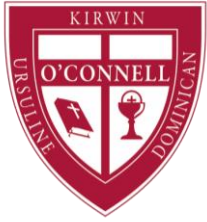
Mainland Bus Service: \$100/month round trip; \$50 one-way.

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

Enrollment Notes:

1. Full registration and technology fees are 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 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
(Complete FACTS payment registration at <https://online.factsmgt.com/signin/4L1DW>)

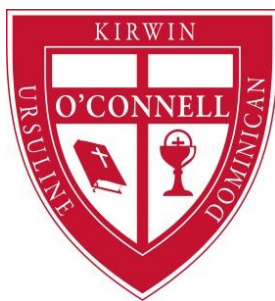
- Semi-Annual Payments † Due by August 15th and December 15th
- One Payment in Full † Due August 15th

† 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



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:

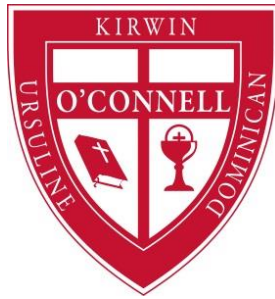
- ❖ Convenient and secure customized online payment plan sign-up
- ❖ Payment reminders 5 days prior to scheduled payment date, email or text
- ❖ Multiple payment plan options, including by automatic bank payment, credit card payment with 2.85% service fee, check, and online payment
- ❖ Ability to switch 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 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 3rd, 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 18th, 2018. Applicants can apply by clicking the FACTS link at 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.