



OUR LADY OF VICTORY SCHOOL

1626 West Princeton Avenue ⊥ Fresno, CA 93705-3837

Phone: 559/229-0205 ⊥ Fax: 559/229-3230

Website: www.fresnoolv.org

2018-2019 Registration Check off List

Please have all registration paperwork and fees turned in by **March 9, 2018**
in order to hold a seat for your child for the 2018-2019 school year.

Name of student(s):

Grade 2018-2019:

Name of Form	To be completed by...	Returned	Still Needed
Financial Contract	RETURNING AND NEW FAMILIES One form per family		
Automatic Tuition Through FACTS ONLINE	RETURNING AND NEW FAMILIES online.factsmgt.com	completed	incomplete
Family Emergency / Dismissal Card	RETURNING AND NEW FAMILIES One form per family		
Catholic Verification Form	RETURNING AND NEW FAMILIES One form per family		
Annual Youth Authorization School Consent for Emergency Medical Treatment Form R22	RETURNING AND NEW FAMILIES One form per student		
Physical Form – Filled out and signed by Physician (form in OLV School Office)	Each student in Kindergarten, 1 st , 7 th and ALL NEW STUDENTS		
Copy of Shot Record	Each student in Kindergarten, 1 st , 7 th and NEW STUDENTS		
Request for Records Form	NEW STUDENTS – 1 st – 8 th		
Registration Form	NEW STUDENTS - One form per family		
Health Information Form (filled out by parent)	NEW STUDENTS - One form per student		
Air Quality Sensitive Group (Signed by Physician form in OLV School Office or online)	If applicable, one per student		
Extension Care Registration / Contract Form (form in OLV School Office or online)	If applicable, one form per family		
Copy of Birth Certificate	For each new student		
Copy of Baptism Certificate	For each new student		
Copy of 1 st Communion Certificate	New students who have received Sacrament		

These forms are located online at: www.fresnoolv.org/individual-registration-forms/



OUR LADY OF VICTORY CATHOLIC SCHOOL

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FINANCIAL CONTRACT 2018-2019

Budgeting for a program of quality education at Our Lady of Victory School requires that the family of each student enrolled honors its commitment to pay tuition when due. The obligation to pay tuition is legal as well as moral. The School Board will report to a collection agency any unpaid accounts that have proven uncollectible after reasonable attempts by the school.

REGISTRATION PAYMENTS & FORMS

Registration payments and forms are due by March 2, 2018. Children are not considered registered until registration payments & forms are complete and submitted to the office. Classroom placement will not be held after March 2, 2018. Registration payments are a one-time charge each year to cover student diocesan assessments, books, insurances, etc. **REGISTRATION FEES ARE NON-REFUNDABLE.**

TUITION

Tuition accounts are payable on or before the 5th of the month. If tuition payment is not received by the 15th it is considered late. Late fees are \$15.00 per month. Any failed or returned payments carry a \$25.00 service fee. All tuition payments must be on an automatic withdrawal and will begin July 5 2018. Enrollment for next school year will not be accepted from any family who has a balance from the prior year unless acceptable arrangements for payment have been made with the school office. It is a diocesan policy that any family with a delinquent account in a Catholic elementary school can not be admitted into another Catholic elementary school.

SCRIP

All Families are required to **EARN** \$100.00 in scrip **PROFIT** prior to March 31, 2019. If you chose to **opt** out, the scrip obligation fee of \$100.00 is due by August 1, 2018. If you do not earn \$100.00 in **net** profit, you will be billed the difference by April 13, 2019. If you earn more than the \$100.00 in scrip profit, the school will split the remaining profit 50/50 and you can apply the credit towards registration or tuition. There are no refunds given for scrip profit. Earning period begins April 1, 2018 and ends March 31, 2019.

FUNDRAISING

Tuition does not cover the full cost of an OLV education and the Parent Club fundraisers are part of the budgeted income for the school. Fundraising is essential to keep tuition cost as reasonable as possible and is a necessary part of the OLV School Community. Fundraising and participation hours are approved by the school board and the pastor. Budgeted planned events are as follows:

OLV Raffle	TBA	OLV Auction	TBA
OLV Crab feed	January 26, 2019	OLV Golf Tournament....	TBA
OLV Carnival	May 5, 2019		

Billing Information – Person responsible for Financial Obligation

Name	Address, City, Zip Code	Phone	Email
Parent/Guardian			
Parent/Guardian			

Child's Enrollment Information

Child(s) Last Name	Child(s) First Name	Grade in August 2018-2019

FEES AND OBLIGATIONS FOR 2018-2019

PLEASE INITIAL ON THE LINE NEXT TO THE APPLICABLE FEE FOR YOUR FAMILY

Number of Students	Total Registration
One Student	\$308.00
Two Students	\$408.00
Three Students	\$508.00
Four plus Students	\$608.00

Payment Options

Circle the Option	Twelve Month Plan	July 2018-June 2019	Due Date 5 th of the Month
Circle the Option	Semi - Annual Plan	First Installment due August 1 th Second Installment due January 10 th	Due Date 5 th of the Month
Circle the Option	Pay in Full	Installment due August 1 th	Due Date 5 th of the Month

Tuition Rates

<u>Catholic Rates</u>	<u>Annual</u>	<u>Semi-Annual</u>	<u>12 Month</u>
One Student:	\$5,136	\$2,568.00	\$428.00
Two Students:	\$8,516	\$4,258.00	\$709.66
Three Students:	\$11,352	\$5,676.00	\$946.00
Four or more:	\$12,447	\$6,223.50	\$1,037.25
<i>Note: To receive the Catholic rate, families must return a signed Catholic Verification Form from your parish priest (Requirement)</i>			
<u>Non-Catholic Rates</u>	<u>Annual</u>	<u>Semi-Annual</u>	<u>12 Month</u>
One Student:	\$5,583.00	\$2,791.50	\$465.25
Two Students:	\$9,176.00	\$4,588.00	\$764.66
Three Students:	\$12,261.00	\$6,130.50	\$1,021.75
Four or more:	\$13,385.00	\$6,692.50	\$1,115.41

Parent Club Participation Responsibilities

Positive participation is preferred over payment

_____ 30 Participation Hours per Family or _____ \$750.00 per year (\$25.00 per hour)
*15 hours must be completed by December 15, 2018 *15 hours must be completed by May 11, 2019
2 hours attending parent club meetings, 4 hours toward dinner auction, 6 hours toward carnival AND 2 hours towards crab feed or golf
All hours may be earned by any adult (parents, grandparents, godparents, friends etc. on behalf of any family)

Scrip Obligation

_____ EARN PROFIT of \$100.00 in scrip or _____ pay \$100.00 per year

Raffle

_____ Sell \$200.00 for Spring Raffle or _____ pay \$200.00 per year

Office Use Only

1) Your Registration Fee	\$ _____
2) Your Annual Tuition	\$ _____
3) Financial Aid	\$ _____
4) Total Annual Payment less Scholarship	\$ _____
5) Method of Payment: Monthly / Semi-Annual or Annual	\$ _____
6) Monthly payment plan - 12 installments	\$ _____
7) Amount of Payment	\$ _____
8) Attached participation fees (hours, scrip or raffle)	\$ _____

My signature indicates that I understand and accept my financial obligations to OLV for the term agreement with the terms set forth herein.

Parent / Legal Guardian

Date



Tuition Management

FACTS provides flexible payment plan options to families at private and faith-based schools. Families can budget their tuition, making private school more accessible and affordable. Our process is simple, convenient, and secure.

FACTS Confirmation Notice

Once your information is received and processed by FACTS, you will receive a FACTS Confirmation Notice. This notice will confirm your payment plan information. Please check this information for accuracy, and contact your school or FACTS with any discrepancies.

Frequently Asked Questions

- **Is my information secure?**
Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit FACTSmgt.com.
- **When will my payments be due?**
Your payment schedule is set by your school, and your financial institution will decide the time of day your payments are processed.
- **What happens when my payment falls on a weekend or a holiday?**
Your payment will be processed on the next business day.
- **What happens if a payment is returned?**
Returned payments may be subject to a FACTS Returned Payment Fee; watch for a returned payment notice for additional information.
- **How do I make changes once my agreement is on the FACTS system?**
Changes to your address, phone number, email address, or banking information can be made at <https://online.factsmgt.com> or by contacting your school or FACTS. Any changes to payment dates or amounts need to be approved by the school and the school will then need to notify FACTS. **All changes must be received by FACTS at least two (2) business days prior to the automatic payment date in order to affect the upcoming payment.**
- **What is the cost to set up a payment plan?**
If an enrollment fee is due, the amount of the fee is indicated when setting up your agreement. If applicable, the nonrefundable FACTS enrollment fee will be automatically processed within 14 days of the agreement being posted to the FACTS system.

FACTS Customer Service

We are committed to doing all we can to provide you with the highest quality customer service in the industry. Whether you want to view your account online or speak with one of our highly trained customer service representatives, FACTS is dedicated to serving you.

To view your payment plan details, login to your FACTS account at online.factsmgt.com. Customer Care Representatives are also available to assist you 24/7.

For more information, visit FACTSmgt.com/payment-plans





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OFFICE USE ONLY
Parish Env #

CATHOLIC VERIFICATION FORM

This form must be signed by your Pastor/Administrator and returned to the OLV School Office to receive the Catholic Rate. All families must renew Catholic Verification each year in order to receive the Catholic rate for tuition.

FILL IN ALL LINES FOR YOUR PASTOR EXCEPT DATE AND SIGNATURE

Student(s) Parent(s)/Guardian(s) Name _____

Mailing Address _____

City _____ Zip _____ Phone _____

Email _____

PLEASE LIST NAME(S) AND GRADE(S) OF EACH STUDENT ATTENDING OUR LADY OF VICTORY SCHOOL DURING THE

_____ SCHOOL YEAR

<u>Student(s) First Name</u>	<u>Student(s) Last Name</u>	<u>Grade of Student(s)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VERIFICATION OF PASTOR

The above-referenced family is applying for the Catholic Rate at Our Lady of Victory Catholic School. Please verify that the family is registered in your parish, and participating and contributing (time and/or money) members of your parish.

Signature of Pastor _____

Name of Parish _____ Date _____

OLV SCHOOL STUDENT EMERGENCY/ DISMISSAL CARD _____ YEAR

Private Insurance: Yes <input type="checkbox"/> No <input type="checkbox"/>	Student Insurance: Yes <input type="checkbox"/> No <input type="checkbox"/>	Custody/Restraining Papers on File: Yes <input type="checkbox"/> No <input type="checkbox"/>
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List K-8 -OLV Students: Last First Middle Initial Grade Insurance #

1. _____

2. _____

3. _____

4. _____

Check all that apply – My Children have my permission to (please check yes or no for each):

Ride Bus yes no
 Walk yes no
 Bike yes no

Father: (Last) _____ (First) _____ Home # _____

Work # _____ Cell # _____ Email _____

Father's Address _____ City _____ Zip Code _____

Mother: (Last) _____ (First) _____ Home # _____

Work # _____ Cell # _____ Email _____

Mother's Address _____ City _____ Zip Code _____

The parent or legal guardian of any student on a continuing medication regimen for a non-episodic condition shall inform the school of the medication being taken, current dosage, and name of the supervising physician. If medication at school is necessary, PLEASE FILL OUT REQUEST FOR ASSISTANCE WITH PHYSICIAN PRESCRIBED MEDICINE FORM IN THE SCHOOL OFFICE.

Student Name _____ Medication _____ Dosage _____

Supervising Physician _____ Phone _____

Family Doctor: _____ Phone # _____

Health Plan _____ Phone # _____

EMERGENCY CARE & EMERGENCY DISMISSAL PROCEDURES: In case of a MAJOR DISASTER OR DECLARED EMERGENCY during school hours, all students shall be required to remain at the school or at an alternate safe site and under the supervision of School personnel until a safe dismissal time is determined or until an authorized adult picks up the student.

The following people have my permission to pick up my children from school for regular dismissal or emergency.

Relationship	Last Name	First Name	Home Phone	Cell Phone

I understand that, if emergency medical or dental treatment is needed and the listed emergency contacts cannot be reached, 911 will be called. I understand OLV/Diocese of Fresno cannot assume responsibility for the payment of medical fees for expenses incurred. I also agree that the principal/ designee may transport my child between OLV and home when deemed necessary.

I understand that it is my responsibility to inform OLV of any changes regarding the information on this form.

Date: _____ Signature of Parent/Guardian _____

IMPORTANT FINANCIAL AID INFORMATION FOR 2018-2019 SCHOOL YEAR

**ALL FAMILIES INTERESTED IN FINANCIAL AID MUST COMPLETE THE
FOLLOWING PROCESS:**

Important Reminders:

1. All applications for Financial Aid are outsourced through FACTS, an independent financial institution the Diocese of Fresno approved.
2. **Applications are due to FACTS on or before April 15, 2018**
3. Applications are done online at: online.factsmgt.com/aid - if you need assistance please call the office 559-229-0205 and we will assist your family.
4. FACTS must also receive a copy of your tax return on or before April 15, 2018.
5. Cost to apply through FACTS is \$24.
6. RETURNING FAMILIES MUST APPLY BY APRIL 1st to be considered for Financial Aid.
7. You MUST let OLV Office (olvoffice@fresnoolv.org) know you have applied so we can track the progress.
8. Applications may only be submitted for grades K-8.
9. There are limited funds and they are **FIRST COME / FIRST SERVE...GET YOUR APPLICATIONS IN AS SOON AS POSSIBLE.**

On-line FAIR Application Information:

1. Go to: online.factsmgt.com/aid – if your family is new FACTS customer, click on Create an Account.
2. Click on Start Application and follow the steps as prompted.
3. A credit card (Visa, Master Card, American Express, Discover) to complete payment processing
4. A complete copy of your Federal Income Tax Return with all schedules and W-2s from the previous year

Verification of Receipt of Application:

1. When you submit your application on-line at online.factsmgt.com/aid you will receive a confirmation page and separate email confirming FACTS has received your application.

How can you check the status of your application:

1. You can check the status of your application online at online.factsmgt.com/aid.
2. Make sure to notify the office so we can track progress as well. All information is kept confidential.

