SAINT KATHARINE DREXEL PARISH SCHOOL
TUITION ASSISTANCE GRANT PACK
2024-2025

1. Cover Letter

2. Tuition Assistance Policy and Procedures

3. SKDS Tuition Policy

4. Tuition and Fees for 2024-2025

5. Tuition Scholarship Application-Separate file (return all 4 pages)

Deadline: May 1, 2024, at 3:30 PM

The **Catholic Community** of *La Comunidad Católica de*

SAINT KATHARINE DREXEL PARISH SCHOOL

Beaver Dam, WI

DEADLINE
May 1 2024
3:30PM

April 11, 2024

Dear Parents/Guardians,

The purpose of this letter is to inform you of our Tuition Assistance Policy for the 2024-2025 school year and provide you with the necessary application forms. In order to qualify for tuition assistance, you must be **registered with St. Katharine Drexel Parish.**

If, and only if, you are interested in applying for tuition assistance for the 2024-2025 school year, the procedure is outlined below. If you choose **NOT** to apply for tuition assistance, you may disregard this communication and the enclosed forms, and just consider this letter as informational. ***Please do not complete and return any of these forms unless you are interested in applying for tuition assistance.***

1. In order to qualify for tuition assistance, you must be **registered with St. Katharine Drexel Parish.**
2. We have a limited amount of money available for tuition assistance through our Tuition Assistance Fund, anonymous donors, memorials, etc.
3. Enclosed you will find an application for **Tuition Assistance Grants.** You will notice the form asks some very basic questions. It **REQUIRES** that those applying, provide proof of their financial situation, either through a copy of their **2023 Federal Income Tax Return** (Summary Form Only - i.e. 1040 form, pages 1 and 2) or if you did not file an income tax return, a copy of documentation providing proof of family income (e.g. copy of Welfare, Social Security, Child Support, etc.). *If one of these is not provided, you will not be considered for a tuition assistance grant.*
4. You must be **registered** for the 2024-2025 school year in order to apply for a grant. If you have not done so yet, please see Mrs. Schmitt in the school office to complete your registration form prior to sending in your tuition assistance application.
5. Return the completed tuition assistance application form and proof of your financial situation to me, Jennifer Weiss, St. Katharine Drexel School, 503 South Spring Street, Beaver Dam, WI, 53916, by May 1, 2024. Please mark your envelope **"Confidential."** This will ensure that I will be the only person to see your private information. All information submitted will remain confidential. Please be aware that Ms. Barbara M. Haase, retired SKDS Principal/Administrator, will be assisting me with the application process.
6. We will not consider any forms received **AFTER** May 1, 2024 at 3:30 PM for tuition assistance. Please complete your form and allow for at least five days for your forms to reach the school through the U.S. Mail system.
7. If you prefer to personally drop off your forms at the school office, please do so. You may email them as well.
8. Upon receipt of all forms submitted by **May 1,** they will be **ranked according to those with the most need/ extenuating circumstances, etc. on a grid.** Those with the greatest need will receive the most tuition assistance and so on down the grid, until all our available funds for tuition assistance are utilized.
9. I will **personally notify** you as close to **May 30,** as possible (depending on committee processing and availability), indicating the amount of tuition assistance your family will receive **(if you qualify)** for the 2024-2025 school year. You will receive a letter/email to that effect. That amount will be deducted from your tuition account. **Email notification will be used.**

If significant and life-changing circumstances arise during the course of the school year, such as a serious illness, death, loss of job, etc. you can contact me to discuss these kinds of situations at that time. However, please remember, if you are confident you will need financial assistance, in order to be



Church
511 S. Spring St.
Beaver Dam, WI 53916

Parish Center (Office)
408 S. Spring St.
920-887-2082
www.stkatharinedrexelbd.org

School
503 S. Spring St.
920-885-5558
www.skds.org

eligible for tuition assistance for the upcoming school year, your forms and proof of financial situation must be in the school office by **3:30PM on May 1, 2024.**

I am pleased to facilitate this positive, fair and consistent procedure for tuition assistance to our families and further look forward to the opportunity of talking with potential benefactors about our great need for tuition assistance at St. Katharine Drexel School. The goal is to ensure that, in the future, Catholic education can be a more affordable option for more and more families. Having a fair and consistent program of distribution of those funds is very positive and encouraging to donors.

Please note:

1. T/A Contracts will go home the mid June.
2. Signed contracts are due July 1.
3. The **REQUIRED FIRST PAYMENT** is **AUGUST 1**, for every tuition plan chosen, even if a grant is provided.

If you have any questions or wish to discuss this with me, please call me at school, 920-885-5558 or by email, weissj@stkds.com.

I thank you in advance for your cooperation in this matter.

Yours In Christ,

Ms. Jennifer Weiss
Principal/Administrator

DEADLINE May 1, 2024 3:30PM



ST. KATHARINE DREXEL SCHOOL
Tuition Assistance Policy and Procedure

Ongoing: Tuition Assistance Fund in place; actively seek out funding throughout the year in the form of donations, gifts in memory or honor of; funeral memorials, etc.
Must be registered with St. Katharine Drexel Parish to qualify.

April 11: Tuition assistance forms and letters go out to all families from Ms. Weiss, Principal/Administrator via Family Folders and electronically.

May 1: **DEADLINE** for application and proof of income to be returned to Ms. Weiss by **3:30 PM** in an envelope marked "**CONFIDENTIAL**" (can also be emailed to weissj@stkds.com)

May 1-5: Ms. Weiss collates information, grid applicants for need and creates a final document to be used at the meeting where assistance is allocated.

Early May: Meeting of Tuition Assistance Committee takes place to determine recipients/amounts (Tuition Assistance Committee may consist of Parish and School finance committee chair trustees, etc.—anyone who respects confidentiality can be considered). Ms. Weiss chairs this meeting.

May 30: Families notified of the award by letter; as close to this date as possible depending on committee processing and availability.

The amount of assistance is deducted from the billing statement, which is sent to parents indicating their tuition responsibility for the next school year. Assistance is deducted from tuition total.

TUITION ASSISTANCE IS NEVER DISCUSSED WITH STUDENTS.

August 1: **REQUIRED FIRST PAYMENT** for every tuition plan chosen.

Tuition Policy

Billing and Payment Options:
Families may choose to pay their tuition bill in a variety of ways.

- Pay in full on or before August 1.
- Two payments (August & December) due on the 1st of the month
- Quarterly payments (August, November, February, May) due on the 1st of the month
- Ten monthly payments (August-May) due on the 1st of the month

Details on the various payment plan options are provided on the Tuition Contract.

Late Entry / Early Withdrawal:
Students who begin attendance at St. Katharine Drexel School within the first two weeks of classes will be billed the full annual tuition rate. After the second week of classes, late enrollees will be billed on a prorated basis. In instances of early withdrawal from SKDS, tuition is reimbursed in a prorated formula, for the period of the academic year starting the next full month after withdrawal. For example, if a student/family withdraws on January 15th, reimbursement is prorated for the portion of the school year starting February 1.

Family Accounts:
St. Katharine Drexel School relies upon tuition collection to provide a quality Catholic education to our students. Therefore, when tuition payments become delinquent, it affects the successful operation of the school system. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the St. Katharine Drexel Director of Administrative Services (DAS) to make alternate payment arrangements. An alternate payment plan needs to be approved by the DAS, Finance Council, and school principal.

When tuition payments are not made as scheduled, the following steps will be taken:

1. **30 days past due** – The family account is considered past due when the account is 30 days beyond the scheduled payment due date under the agreement established. It is the responsibility of the family to contact the DAS to correct the situation or make an acceptable alternate plan for payment.

2. **60 days past due** – When the family account is 60 days beyond the scheduled payment due date under the agreement established, the following steps will be taken:

   a. The family shall receive written notification that their account is past due, with a copy of this policy.



b. If the family has not made a payment or contacted the DAS to make alternate payment arrangements, a $25.00 late fee will be added to the family account balance.

3. 90 days past due – When the family account is 90 days beyond the scheduled payment due date under the agreement established, the following steps will be taken, in addition to the above steps:

a. A $25.00 late fee will be added to the family account balance.

b. Report cards will be withheld until payment in full is received, or an acceptable alternate payment plan is implemented.

c. Students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full or an acceptable alternate payment plan is in place.

Families with 8th Grade Students:
All account billing and fees for 8th-grade students must be paid by May 15th, or the family must have an alternate plan for payment approved by the DAS, Finance Council, and school principal.

End of School Year Balances:
All tuition bills must be paid by May 31, or the family must have an alternate plan for payment approved by the DAS, Finance Council, and school principal. The following steps will be taken for families with unpaid balances that do not have an acceptable payment plan in place:

1. Family shall receive written notification that their account is past due, with a copy of this policy.

2. Report cards will be withheld until payment in full is received, or an acceptable alternate payment plan is implemented.

3. Students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full or an acceptable alternate payment plan is in place.

4. Families not re-enrolling at St. Katharine Drexel School for the following year will have their delinquent balance turned over to a collection agency.

5. Delinquent tuition accounts are sent to collections by June 15.



TUITION AND FEES FOR 2024 - 2025

3K Preschool (M-F) $2500

Beaver Dam 4Kids (for 4-year-olds) SKDS Site $50

REGISTERED THROUGH THE BEAVER DAM UNIFIED SCHOOL DISTRICT

$50.00 Religion Fee. This is in addition to the Registration Fee paid to the BDUSD.

Tuition Schedule (K-8) (2024-25)		
	Parishioner	Non-Parishioner
1 Child	$3,800	$5,200
2 Children	$6,000	$8,500
3 Children	$7,250	$9,200
4 Children	$8,100	$10,800

***Payment in full by August 1 receives a 3% discount**

Extend-A-Day: Runs opposite the class time for the 3K & 4K. $14 per session. Hot lunch is an additional cost.

School Choice: St. Katharine Drexel School participates in the Wisconsin School Choice Program. To be eligible families must have an income no more than 220 percent of the federal poverty level ($66,000 for a family of four in 2024–2025).

Tuition Assistance 5K-8: Follow policy and procedures outlined in Tuition Assistance Packet. Must be a registered parishioner. Deadline for application: May 1, 2024.

Tuition Incentive:

- **Refer a Family Program:** Refer a family that registers and enrolls at SKDS for the 2024-2025 school year and receive $300 off your tuition bill! The discount is for one year, one per family. (See the Family Handbook for details)

- **SCRIP Program:** The financial profit earned through the purchase of SCRIP during the fiscal year is divided into a 50/50 split: 50% of the profit goes to the school and the other 50% in profit is deducted from the family's tuition the following school year. Eighth-grade students, with no returning siblings to Saint Katharine Drexel School, will have the balance of their SCRIP account applied to their tuition in April of their graduating year.

All payments are to be made to St. Katharine Drexel School.
All financial information is strictly confidential.

St. Katharine Drexel School, Beaver Dam, 2024-2025
TUITION GRANT / SCHOLARSHIP APPLICATION

Student Information:

Student(s) Name: _____
Last First M.I.
(Use reverse side if necessary for student names)

Address: _____
Street City State Zip

Phone: _____ **Cell** _____

Parish: _____

Email Address: _____

2020/2021 Grade Levels: Circle All Grades That Apply for Your Children

K5 (full day) 1 2 3 4 5 6 7 8

Family Information:

☐ Check box if single parent / guardian household

Circle one: Father Stepfather Guardian

Name _____ Phone _____

Address _____ 2023 Adjusted Gross Income _____

Employer _____ Occupation _____

Circle one: Mother Stepmother Guardian

Name _____ Phone _____

Address _____ 2023 Adjusted Gross Income _____

Employer _____ Occupation _____

List names and ages of dependents under the age of 18 (include applicants):

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

PLEASE CONTINUE TO PAGE 2 ➥

Financial Information:

Did you file a 2023 Income Tax Return?
(Attach copy of your 1040. If not attached, your family will not be considered for a grant.)

Yes □

No □

1. **Indicate total gross income of immediate family for 2019** _____
2. **Do you receive child support?** _____ **If yes, what is the amount per month?** _____
3. **If you did not file an income tax return, you MUST ATTACH a copy of proof of family income [e.g. copy of Welfare, Social Security, Child Support (monthly or annual), etc.]**
4. **Attach a copy of your 2023 federal income tax return (Summary Form Only - i.e. 1040 form, pages 1 and 2) - Please note: COPY MUST BE INCLUDED, OR APPLICATION WILL NOT BE CONSIDERED.**

FILL OUT ENTIRE FORM
LEAVE NO SPACES BLANK

5. **Do you** _____ **own your home?** _____ **rent?**
6. **What is your monthly mortgage or rent payment?** _____
7. **Based on the info above, please tell us what percentage of tuition do you think your family is able to afford (based on $3800.00 per parishioner child RATE for K5 All Day-Grade 8):**

_____ **(REQUIRED)**

8. **Other special family circumstances:**
(Examples: unemployment, high out-of-pocket medical expenses, other – attach a separate sheet if necessary-state clearly the circumstances you are facing. Create your story that can be shared with the committee.)

_____

_____

_____

_____

_____

_____

I certify that all information and attachments are true and accurate.

_____

(Parent/Guardian Signature) (Date)

Submit completed form and all attachments by MAY 1, 2024 AT 3:30PM to:

Ms. Jennifer L. Weiss
Principal/Administrator
St. Katharine Drexel School
"Confidential"
503 South Spring Street
Beaver Dam, WI 53916

***All Information on this application is held in strict confidence. ***

St. Katharine Drexel School, Beaver Dam, 2024/2025
TUITION GRANT / SCHOLARSHIP APPLICATION

Additional Student Name(s):

Student 2: _____
Last First MI

Student 3: _____
Last First MI

Student 4: _____
Last First MI

Student 5: _____
Last First MI

Student 6: _____
Last First MI

St. Katharine Drexel School, Beaver Dam,

2020-4 202 5 TUITION GRANT /

SCHOLARSHIP APPLICATION

8. Continued: Additional Family Circumstances