

# GREENWICH CATHOLIC SCHOOL

## ENROLLMENT PROCEDURES 2012-2013

**Re-enrollment materials must be returned to Mary Flume in the Business Office  
no later than Friday, February 10, 2012**

### Step 1: TUITION AGREEMENT FORM

Please verify the family information on the blue GCS Tuition Agreement Form and write in any changes or corrections. Be sure to include a family email address that is checked daily. The deposit is **\$1,000** for each child. For students in grades LA and PreK the deposit is **\$500**. Your child will not be considered enrolled or a spot reserved for 2012-2013 until this deposit is received. This deposit will be credited toward your tuition charges for the year.

You may pay tuition in full by check no later than May 1, 2012. If you do not want to pay in full, you must enroll in the SMART Tuition Program. You can elect to pay in two payments (July & November) or ten payments (July through April).

### Step 2: SMART TUITION FORM

All families, regardless of payment plan selected, must complete and return the enclosed SMART Tuition form or enroll in SMART by going to [www.enroll.smarttuition.com](http://www.enroll.smarttuition.com). Our Institution ID# is 11146. If you are already enrolled in SMART and your information has not changed, indicate on the blue GCS Tuition Agreement form that you would like the school to re-enroll you.

### Step 3: TUITION REFUND PLAN

Greenwich Catholic offers a **Tuition Refund Plan** through DeWar Insurance Company. If you anticipate that you may have to withdraw your child, we encourage you to select insurance coverage. Please read the enclosed pamphlet for details on the coverage offered by this plan. The enrollment form includes a space to indicate that you would like to enroll in the plan. The insurance premium cost is **3.7%** of the student's tuition.

### Step 4: PARISH AFFILIATION FORM

To qualify for Diocesan tuition rates, please complete the enclosed Declaration of Diocese of Bridgeport Parish Affiliation form and have the pastor of your parish sign it. *If this form is not received, your family will be billed at the non-Diocesan tuition rate.*

### Step 5: FINANCIAL AID

NEW FAMILIES are not eligible for financial assistance. Students must have attended Greenwich Catholic for at least one year. Existing families can apply for aid by going to [www.smarttuitionaid.com](http://www.smarttuitionaid.com). Our school ID # is 11146. The deadline to file is April 15, 2012. We will not be accepting applications for financial aid from out current families after this date.

### Step 6: SAFE ENVIRONMENT PROGRAM

Anyone interested in volunteering in any capacity at Greenwich Catholic School must complete an Authorization for a Background Check form, sign an Acknowledgement of Receipt of the Sexual Misconduct and the Code of Conduct policy, and attend the Protecting God's Children training program. Forms and further information are available in the Front Office.