



Sacred Heart Cathedral School

COST OF EDUCATION

The cost of education for Catholic students is shared between the parents (tuition) and the Regional Catholic Schools Operating Fund (subsidy and assistance). Parishes shall pay to the Regional Catholic Schools Operating Fund an amount that will be used to fund the Standard Parish Contribution and additional tuition assistance. The Standard Parish Contribution is the difference between the cost of education and tuition. In order for Catholic families to receive the parish rate of tuition, each family must adhere to the following criteria.

- **Parents must be registered members and maintain an active status** in the parish that subsidizes SHCS and must have the Tuition Stewardship/Parish Affiliation Form signed by the Pastor.
- Children and their Catholic parents **must attend** Holy Mass every Sunday and other Holy Days of Obligation, as confirmed by their parish priest.
- Parents must contribute to their parish, as appropriate for circumstances of parents - time, talent and treasure.

If a family is Catholic, but not meeting these criteria, they will not be eligible to receive the Standard Parish Contribution or any extra tuition assistance. These families are required to pay the full cost of education.

DOCUMENTATION

In order to process a student's application, the following must be provided:

- Completed Parent Evaluation Form (both sides – Grades 1-8)
- Completed Admission Application
- Non-refundable application fee of \$30.00 for 1 child or \$50 for 2 or more children

- Copy of baptismal certificate
- Copy of birth certificate
- Copy of Social Security card
- Copy of student's most recent standardized test scores (if applicable)
- Copy of student's most recent and previous school years progress report/report card
- Copy of student's Special Education File (if applicable)
- For Catholic families - Copy of signed Parish Membership Certification
- For Catholic families new to the area - Letter of introduction from your pastor
- If you are applying for transfer in Grades 6 - 8, a recommendation from your pastor and an interview with our principal or assistant principal are also required.
- Any other pertinent information

Failure to submit all of the necessary documentation slows the application process. Please submit all the necessary information when submitting the application. Failure to provide pertinent information may result in the student being denied admission.

Individual readiness screening for Kindergarten is required and administered by SHCS staff.

For incoming students in grades 1-8, academic screening may be required as determined by the administration.

After a student receives his/her letter of acceptance, the following items must be provided:

- Additional Academic Screening for Placement
- Official transcript
- Tennessee Child Health Record - original green copy
- Non-refundable Retainer fee of \$175

POLICY TO ADMIT NON-CATHOLIC STUDENTS

Non-Catholic students will be accepted on a space available basis as determined by the admission priorities of the school, and will be notified during the first part of June.

Returning non-Catholic students in good standing who register and submit their retainer fee for the upcoming year by the appointed date are automatically counted in the class rolls for the next year. Sacred Heart Cathedral School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school.

ADMISSION PRIORITY

Effective August 1, 1996, Catholic students will be admitted to Sacred Heart Cathedral School in the following order:

1. Members of Sacred Heart Cathedral Parish
2. Members of Knoxville area parishes **without** schools
3. Members of Knoxville area parishes **with** schools

After parish status has been determined, the following criteria will be followed:

1. Students currently enrolled and in good standing who register and submit their retainer fee for the upcoming year **by the appointed date** are automatically counted in the class rolls for grades K-8, including non-parish students and **non-Catholic** students.
2. **Catholic** and **non-Catholic** siblings of Sacred Heart Cathedral School students who are members of families wherein all school age children are in Catholic schools (grade 1-12).
3. Eldest or only **Catholic** student entering SHCS Kindergarten or Grade 1.
4. **Catholic** siblings of Sacred Heart Cathedral School students who are members of families wherein one or more of its' school age children attend a non-Catholic school (grade 1-12).
5. **Catholic** students transferring from other Catholic schools.
6. **Catholic** students transferring from public schools.
7. New **non-Catholic** students.

Transfer Students

To insure that SHCS can best serve all its students, the following criteria will be considered regarding students transferring into SHCS:

Academic Deficiencies
Conduct and Department Deficiencies
Expulsion from another school

Each applicant's history and situation will be carefully evaluated on an individual basis. NO student will be accepted until all documentation from his/her previous school is submitted to SHCS and reviewed. *(Please see the next section titled "Documentation" for a list of requirements.)*

Students in grades 7-8 transferring from another school will be placed on probation the first year of attendance at SHCS. Students in grades 1-6 may be placed on probation the first year of attendance at SHCS. A teacher recommendation from the previous school may be requested.

For more information on Probation, please look in the section titled "Conduct Expectations."

WITHDRAWAL PROCESS

When a student is withdrawn during the school year, the following steps should be completed:

- Notify the admissions office in writing of the effective date of withdrawal.
- All accounts (tuition, cafeteria, Young Folks, Preschool) must be paid in full, and athletic uniform, textbooks, and library books should be returned to the school.
- Sign the *Authorization for Release of School Records* form at SHCS or at the new school the student will be attending.
- A parent exit interview may be requested; however, parents are under no obligation to participate.
- Books, miscellaneous, technology and Home & School fees are to be paid in full.
- All cafeteria and Young Folks charges are to be paid in full.
- All property of SHCS - textbooks, library books, sport uniforms, etc. - must be returned or paid for.
- Tuition due for the school year is determined. Tuition due is a prorated amount based on the actual number of days the student attends. The prorated tuition is calculated using the net tuition amount for that school year. If tuition was paid up front, any difference remaining after all fees and charges have been paid will be refunded to family. If tuition is paid monthly by electronic bank draft, final monthly draft will be adjusted to cover tuition, fees and charges due and FACTS agreement will be terminated.

Nondiscrimination Policy

Sacred Heart Cathedral School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Sacred Heart Cathedral School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.