



Registration Procedure for 2017-18 School Year

To register for the 2017-18 school year please go to <https://saintjohn.ascendsms.com/>. In the upper left hand corner, there will be a registration tab. Click that tab and a new window will open. You can then click the re-enrollment button for returning students or the registration button for new students, to start the registration process. For returning students, please make sure you log into your Ascend account and update your profile information so that we have correct contact information for all our families. Your registration is not complete until you have submitted your \$100 per child registration fee and all information in Ascend has been updated.

Tuition for the 2017-18 school year has not been set. An increase of 5% will be the maximum tuition increase. We will publish on our website the 2017-18 tuition once it is available.

For returning students, please return the \$100 **per child** registration fee to the school office by Friday, February 10th, 2017. It is important that we receive your online registration and fee by that date in order to guarantee your child's enrollment, as registration opens to parishioners on February 13th and opens to the community on February 20th. **If your registration is received after February 11th, we cannot guarantee your child's enrollment. Also, the registration fee for current families increases to \$200.00 if received after February 17.** The \$200 per child Annual fee is due by June 1, 2017.

All fees are non-refundable. To receive a 3% tuition discount, you must pay the full tuition amount by June 1, 2017.

Important Dates:

February 6 Registration opens for current families
February 13 Registration opens for parishioners of Ss. Francis and John Parish
February 20 Registration opens to the community
June 1 Deadline to pay the \$200 per child Annual Fee

All fees are non-refundable.

Registration Priority Policy (Handbook, pg. 5):

1. Students currently enrolled in K-7
2. Siblings of those presently enrolled in K-8
3. Children of parents or guardians who are parishioners
4. Children attending St. John preschool
5. All others

Tuition Payments

All tuition payments must be made using FACTS tuition management company.

If you have any questions, please call the school office at (502) 863-2607 or email office@stjohnschoolonline.org. Mr. Mardell can be contacted directly via email at dmardell@stjohnschoolonline.org. Thank you for choosing St. John School for your child!