

ST. EDWARD'S CATHOLIC SCHOOL
139 6th Avenue East
Twin Falls, Idaho 83301
PHONE (208)734-3872 or FAX (208) 734-1214
WEBSITE: "www.sainteddie.org"

**INSTRUCTIONS FOR ENROLLMENT
SCHOOL YEAR 2017-2018**

1. **ALL ATTACHED PAPER WORK MUST BE FILLED OUT COMPLETELY.**
2. Applications for Admission will NOT be accepted without the following:
 - a. **NEW STUDENTS ONLY: STATE CERTIFIED BIRTH CERTIFICATE**
(must have the official raised seal).
 - b. **NEW STUDENTS ONLY: UP-TO-DATE IMMUNIZATION RECORDS**
If there are health reasons why immunizations are not up-to-date, a physician's note is required. Exemption forms can be picked up in the school office.
 - c. **NON-REFUNDABLE REGISTRATION FEE**
 - A. Registrations received between ***February 27th and June 12th will be \$210.***
 - B. Registrations received between ***June 13th and July 28th will be \$235.***
 - C. Registrations received between ***July 31st and the beginning of school will be \$260.***
 - d. **BAPTISMAL CERTIFICATE--by the time your student enters 2nd grade.**
3. **St. Edward's Registration begins February 27th, 2017.** During St. Edward's Registration, applications for admission will be accepted and enrolled in the following order:
 - A. Current St. Edward's Catholic students and their siblings.
 - B. Current St. Edward's Catholic Church students and their siblings (including CCD students).
 - C. General admission on a first come first serve basis. New students will be placed beginning May 1st. The registration fee must be paid to guarantee student's spot.
5. Tuition payments are due on the 1st day of each month. **A \$15.00 late fee will be added after the 15th. Enrollment will be terminated if your account is 60 days past due.**
6. **St. Edward's Catholic School accepts Visa and MasterCard with a 2.25% transaction fee.**
7. Automatic withdrawal from checking/savings accounts or credit/debit cards are available for tuition payments. Withdrawals occur around the 15th of each month. Please fill out the attached authorization form, attach a voided check, and return it to the school office.
8. If the total tuition is paid in full by October 31, 2017, a 5% discount will be applied. For other discounts ask at the school office.