

INSTRUCTION SHEET HOW TO COMPLETE ENROLLMENT FORMS

The following instructions are designed to help you complete the enrollment forms that are needed to attend Roncalli Catholic High School. Please follow the instructions listed below forms are different colors to simplify the enrollment process. A non-refundable **“Enrollment Fee” of \$100** is due at the time these forms are returned to Roncalli Catholic High School for processing.

(White) Enrollment Forms – This includes a sheet, front and back. Please fill these pages out completely and accurately. This information will be entered into the school’s compute CenterPoint program.

(Salmon) Tuition Agreement – The tuition agreement form outlines the tuition and fee structure, reduction from base tuition and payment schedule options. A non-refundable \$100 “Enrollment Fee” is due at the time of enrollment. Prior to your first payment due date, the Business Office will notify you with the exact amounts owed minus any reductions you qualify for. If you will be paying tuition on a monthly basis, you will also need to fill out the ACH (second) form.

(Salmon) Automatic Withdrawal Form – Complete the automatic withdrawal form if you will be making monthly payments on tuition. The Business Office will contact you prior to your first payment due date, notifying you of your exact monthly payments.

(Ivory) Textbook Loan Form – At Roncalli Catholic you do not have the added expense of purchasing textbooks. This form is to be filled out and signed to request the use of some textbooks through the Nebraska Textbook Loan Program for your child.

(Tan) Sports & Activity Form – This form is to be completed indicating the sports and/or activities in which your student has an interest in participating.

(White) Request for Student Records – Please complete this form entirely, including signature and dates. Bring this form when you come to enroll and the form will be sent to your previous school by the Roncalli Admissions Department.

Fundraisers – There will be an informational letter sent out later on in the year outlining the fundraisers and your responsibility with them.

(Yellow) Parent(s) Volunteer Form – In this packet is an attached copy that needs to be filled out indicating the areas or events that you will perform your required 24 hours of service for the Development Department.

Bring the following with you at the time of enrollment:

1. All the above forms completed
2. **Certified Birth Certificate (with a raised seal)** – We require a photocopy of a certified birth certificate in each student’s permanent school file.
3. Social Security Card – We require a photocopy of a student’s Social Security Card in their permanent school file.
4. \$100 Enrollment Fee

(Over)

