

**OUR LADY OF GUADALUPE PARISH
RELIGIOUS EDUCATION PROGRAM
REGISTRATION AND RE-REGISTRATION PACKET
FOR 2010-2011 PROGRAM YEAR**

NEW REGISTRATIONS:

All fees must be paid in full at the time of registration. Registrations without full payment will be returned and no class space will be assigned until the registration with full payment is received.

RE-REGISTRATIONS

All fees must be paid in full at the time of re-registration or enrollment in the payment plan must be completed. In addition, any outstanding tuition/fee balances from the previous year must be paid in full. Re-registrations submitted without the full amount due will be returned and no class space will be assigned until the re-registration forms and the full payment is received. **PLEASE NOTE THAT RE-REGISTRATIONS RECEIVED BETWEEN SEPTEMBER 20, 2010 AND THE START OF PREP CLASSES CANNOT BE PROCESSED OR CLASSROOMS ASSIGNED UNTIL AFTER THE FIRST WEEK OF CLASSES.**

METHOD OF PAYMENT

All payments are to be made via check or money order made payable to Our Lady of Guadalupe PREP. We cannot accept cash or post dated checks. Checks that are returned by the bank for any reason must be replaced with a money order and include a service fee of \$20.00.

PAYMENT PLAN

A payment plan is available for those with tuition and fees totaling \$450.00 or more. It is structured as follows:

Payment due at time of registration: 25% of total tuition/fees due

Payment due July 1, 2010: 25% of total tuition/fees due (a late fee of \$5 will be added if payment is received after July 19, 2010)

Payment due August 20, 2010: 25% of total tuition/fees due (a late fee of \$5 will be added if payment is received after August 23, 2010)

Payment due September 17, 2010: 25% of total tuition/fee due (a late fee of \$5 will be added if payment is received after September 20, 2010.

Please note that if you were granted the courtesy of a payment plan during the 2009-2010 program year and did not fulfill your obligations, we cannot provide a payment plan for the 2010-2011 year.

REFUND POLICY

If a child withdraws from the program before the third PREP session, a refund of the fees paid will be provided, minus a \$75.00 processing fee.

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TUITION RATES FOR 2010-11 PROGRAM YEAR

FOR CHILDREN ATTENDING CLASSES:

Number of Children enrolling	<i>Early Payment Discount</i> Tuition paid in full on or before June 30, 2010	Tuition paid in full on or between July 1, 2010 and September 17, 2010	<i>Late Fee</i> Registrations received and tuition paid in full after September 17, 2010
1	\$225.00	\$275.00	\$325.00
2	\$450.00	\$500.00	\$550.00
3 or more	\$650.00	\$700.00	\$750.00

SACRAMENTAL FEE

(covers incidental expenses such as, retreats, gowns, etc.)

First Reconciliation and First Eucharist (grade 2) - \$75.00 per student

Confirmation (grade 6) - \$75.00 per student