



Grand Rapids Catholic Secondary Schools

Enrollment Fee Policy

(Approved November 17, 2011)

The Grand Rapids Catholic Secondary Schools (“GRCSS”, “we”, “our”) uses a tiered annual enrollment fee structure to help defray annual start-ups costs associated with the registration process. The tiered structure encourages early enrollment such that we are better able to prepare, plan, and welcome students for a new school year.

Policy:

For all current and incoming families of Catholic Central or West Catholic High Schools, GRCSS will implement an enrollment fee policy as follows:

Current GRCSS Families – There is an enrollment fee of \$100 for current families enrolling before March 1. If current families enroll after March 1, the fee is \$400.

Incoming Freshmen – There is an enrollment fee of \$100 for families with incoming freshmen (and no other current GRCSS students) enrolling before June 30. If incoming freshmen enroll after June 30, the fee is \$400.

Rationale:

We begin the budgeting process for the next school year in August of the current school year. Throughout the year, budget estimates are refined to reflect enrollment trends and expense patterns at both of our high schools. These budget and enrollment assumptions are utilized in, among other things, the following ways:

- Awarding of grants and scholarships;
- Developing staffing needs;
- Establishing course offerings;
- Determining transportation requirements; and
- Evaluating extra-curricular offering options.

Ninety percent of our operating revenue is derived from tuition, and therefore we aim to accelerate the timing of enrollment deadlines to gain a more accurate student count thereby allowing us to better prepare for these needs.



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Additionally, sound human resource practices dictate that we settle upon staffing agreements as quickly as possible so our faculty can begin to prepare in the spring and summer for the classes they will teach the following fall. Instructors who know what courses they'll teach instinctively use summer vacation to hone their teaching skills and lessons in those subject areas. The better prepared they are, the higher quality instruction students can expect to receive in class. Our goal is to ensure the best use of resources and the investment our families have made in their children.

Course registration can only take place once enrollment is complete. Significant amounts of late enrollees make it very difficult to meet the above objectives and place a substantial amount of risk on our ability to commit to advanced placement and honors courses, acceptable class sizes, and the financial stability of the high schools.

We are asking all families currently enrolled to consider our goals of:

- providing an efficient start to any new school year;
- being good stewards of the resources given to us;
- providing a higher degree of employment certainty for faculty and staff;
- providing quality programming: academic, spiritual, and extra-curricular;
- having 100% of current student enrolled by March 1; and
- having 100% of incoming freshmen enrolled by June 30.

Administration: The following procedures are required in order to complete the registration process:

1. Completed tuition contract.
2. Pay enrollment fee according to this policy's requirements.
3. Select payment plan.

Once the above steps are satisfactorily completed, students may register for classes.