



2016-2017 Registration Procedures

PRIORITY ADMISSION for the 2016-2017 school year is limited between November 1 and November 15 of the current school year. The following categories of applicants are listed in order of processing during that period:

1. Students who are currently enrolled may reserve their space for the 2016-2017 school year by submitting, without payment of deposit, an Application for Re-Enrollment.
2. Siblings of students who are currently enrolled may submit a new student enrollment application and a \$50.00 (per child) nonrefundable payment.
3. Children who are currently enrolled in the Trinity Lutheran Child Development Center (TLCDC) may submit a new student enrollment application and a \$50.00 (per child) nonrefundable payment.
4. Children of active Trinity Lutheran Church (Baton Rouge) members may submit a new student enrollment application and a \$50.00 (per child) nonrefundable payment.
5. Children from the community at large may submit a new student enrollment application and a \$50.00 (per child) nonrefundable payment with the understanding that their applications will be dated and recorded, but not processed for acceptance until the two-week Priority Admission period has ended.

STUDENT APPLICATIONS FOR NEW ENROLLMENT

- ◆ **During the admission period of November 1-December 31**, new student enrollment applications for all students must include the required \$50.00 (per child) nonrefundable deposit of cash, check, money order, or credit card payment.
- ◆ **During the admission period following January 1**, new student enrollment applications must include a \$20.00 (per child) application processing fee and at least 50% of the nonrefundable registration fee.
- ◆ Applications from siblings of our currently enrolled students, of any child currently enrolled in the TLCDC, or any child of a Trinity Lutheran Church member received after the priority admission period will be processed for acceptance in the order received.
- ◆ On February 1 at least 50% of the balance of the nonrefundable registration fee (if not already paid) is due for each applicant. (\$30.00 -- of the \$50.00 fee payment which accompanied an early application -- is applied to the registration fee total due if at least 50% of the total registration fee is paid by February 1.) If this fee is not received the student is not considered registered and may lose his or her space in the classroom as well as the \$30.00 credit. (All families who submitted enrollment applications November 1-December 31 must follow the payment schedule for applicable registration fees. This applies to all applicants – accepted or pending acceptance.)

- ◆ 100% of the Registration Fee must be paid for all students (50% due by February 1; 50% due by June 20) and payment may be made with cash, by check, money order, or a major credit card. (You may follow website directions [www.brlutherschool.org] to pay the registration fee with a credit card. There is a processing fee if you choose this payment option.) If the balance of the fee is not received by June 20 the student is not considered registered and may lose his or her space in the classroom.
- ◆ Beginning in December family interviews with the school principal are scheduled to finalize the admissions process. (No new student is considered “enrolled” or “accepted” until the family interview is complete.) **Prior to this interview (and informal assessment of the student), all documentation must be received by the admissions office:**

Preschool-Prekindergarten – Birth Certificate; up-to-date universal immunization record (with expiration date)

Kindergarten – Birth Certificate; completed Referral Form from current school or childcare facility; up-to-date universal immunization record (with expiration date)

Grades 1-2 – Birth Certificate; copy of most recent Report Card; copy of previous year’s final report card; completed Referral Form from current school; up-to-date universal immunization record (with expiration date); letters of recommendation (optional); any other important information about your child

Grades 3-8 – Birth Certificate; copy of most recent Report Card; copy of previous year’s final report card; copy of most recent Achievement Test scores; completed Referral Form from current school; up-to-date universal immunization record (with expiration date); letters of recommendation (optional); any other important information about your child

- ◆ Families awaiting a Family Interview appointment are still subject to registration fee deadlines, unless the applying student is on a lengthy “waiting list” and permission to delay payment is provided, in writing, by the Admissions Counselor. Upon being moved from “waiting” to “active” status, each student’s family is required to immediately pay any registration fees due (according to payment deadlines.)
- ◆ At the Family Interview the principal will provide information about the application process for need-based tuition assistance, if requested. Tuition assistance is available to qualifying families on a limited basis. It is highly recommended that a family apply early and complete the admission, enrollment, and tuition assistance processes as soon as possible. Tuition assistance awards will be given to applicants in the order tuition assistance applications are received. (Each family receiving assistance remains responsible for registration and fees, as well as any portion of tuition not covered by tuition assistance.)

STUDENT APPLICATIONS FOR RE-ENROLLMENT

- ◆ APPLICATIONS FOR RE-ENROLLMENT OF CURRENTLY ENROLLED STUDENTS for the following school year will be available before November 1.
- ◆ Families of applicants for re-enrollment will be offered three options for paying their Registration Fee(s) if they apply by November 15:
 - (1) Payment in full of the nonrefundable registration fee(s) by February 1.
 - (2) Payment of at least 50% of the nonrefundable registration fee(s) by February 1 and payment of the balance of the nonrefundable registration fee(s) by June 20.
 - (3) Payment of the nonrefundable registration fee(s) in six monthly payments. Charges will be placed on each family's BRLS statement in December-May for payment in January-June. (Unpaid statement balances, including registration fee charges, will be subject to late payment fees.)
- ◆ If 100% of the Registration Fee is not received by June 20 the student is not considered registered.
- ◆ For families re-enrolling a student, tuition assistance guidelines and application forms are available from the principal by March 1. Tuition assistance is awarded annually. Families must re-apply each year and have already paid at least 50% of the Registration Fee or be current on the monthly payment plan for registration fees. Families seeking tuition assistance are responsible for submitting required financial information and paying the fee charged by *Confidential Financial Analysis*, a national firm that assists schools by evaluating submitted financial information and recommending levels of need-based tuition assistance to be awarded.

NEW AND RETURNING STUDENT REGISTRATION GUIDELINES

- ◆ The only exceptions to the nonrefundable policy for registration fees would be...
 - Baton Rouge Lutheran School denies admission of an applicant.
 - A student is still on a grade-level waiting list after June 30 and elects to withdraw from the waiting list.
 - If the full registration fee is paid and the student is withdrawn prior to June 30, 50% of the fee is refundable. If a student is withdrawn on or after June 30 there will be no refund unless the principal believes there are circumstances, such as moving out of state, that warrant a partial or full refund. The request for a refund must be made in writing by the parent or guardian to the Admissions Office.
 - If a family is awarded tuition assistance by Baton Rouge Lutheran School, but declines to accept the tuition assistance offered.
- ◆ The application processing fee (of \$20.00 for each new applicant) is never refundable.
- ◆ When a classroom fills to capacity a waiting list for that classroom will be established. The students on the waiting list will be listed in order of the date and time the enrollment application and required fees were received.

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