



OUR LADY OF THE LAKE

CATHOLIC SCHOOL



**2024-2025
School Year**

Continuous Enrollment Guide



Under the guidance of the Holy Spirit,
rooted in Sacred Scripture and centered
on the Eucharist, Our Lady of the Lake
Catholic School embraces the values of
Education, Faith and Citizenship.



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Continuous Enrollment Checklist

Continuous Enrollment this year will be simplified greatly by just completing these three easy tasks. You will no longer need to login to FACTS to re-enroll your children. Just complete this checklist and we will take it from there. If you need to make any demographic changes such as address, phone numbers, etc.; you can always login in to the FACTS Family Portal, using your account login, and make those changes at any time. **The following items are required to complete the continuous enrollment process for your student(s). All forms need to be delivered to the Enrollment Office, at 915 Pleasant St., St. Joseph MI 49085, by February 28, 2024:**

- Complete and submit the Enrollment Verification Form.
- Complete and submit the Enrollment Contract, Payments Types & Financial Assistance Form
- If you haven't already done so, please remember to take the online Protecting God's Children (Virtus) training. You only have to take this training once, so if you have taken the training in a previous year, you do not have to take it again. Instructions and forms can be found at: <https://ollakers.org/files-and-forms>. (The online class takes approximately half an hour to complete. Each parent is required to take the class.)

Failure to submit these forms by the due date will automatically re-enroll your student(s) and you will be bound by contract as if you processed the online enrollment packet.



Submit this form by February 28, 2024

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Continuous Enrollment Verification

We are simplifying continuous enrollment by eliminating the online process. You will no longer need to login to Facts to re-enroll your children. Please complete this form and we will take it from there. If you need to make any demographic changes such as address, phone numbers, etc.; you can always login in to the Facts Family Portal, using your account login, and make those changes at any time.

Enter Students Full Name (Please Print)	Enrollment Choice (Check the appropriate box)		
	Will Re-Enroll	Will Not Re-Enroll	Undecided
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This form needs to be filled out and submitted to the Enrollment Office at 915 Pleasant St., St. Joseph, MI 49085 by February 28th, 2024. **Failure to submit this form by the due date will automatically re-enroll your students and you will be bound by contract as if you processed the online enrollment packet. Please sign and date the form below.**

Parent Signature: _____

Date: _____

Date Accepted by OLL: _____



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The parent(s) or guardian(s) checking the contract option and submitting this form for a student(s) (the “undersigned”); agree(s) that the obligation to pay all fees and tuition for the student(s) for the full academic year pursuant to this contract is unconditional. If the form is not submitted to the Enrollment Management Office by February 28, 2024, then Option #1 will be your default contract option and the obligations listed here will apply. The undersigned agree(s) that the obligations of this contract are not divisible or fractional. This means that after the enrollment period, no portion of the fees and tuition paid or outstanding will be refunded or balance due cancelled without written approval from the Director of Business Operations. Except for students moving out of the service area of OLL, the obligation to pay fees and tuition remains unconditional, including but not limited to the withdrawal, dismissal, or absence of the student from Our Lady of the Lake Catholic School.

This enrollment contract is for a period of one year. This contract will automatically renew next year unless you elect to opt out, by March 1st during next year's enrollment period. The schools' obligations under this contract are conditional upon the successful completion of the current academic year by the student. The undersigned and the student(s) agree to accept and abide by the rules and regulations of Our Lady of the Lake Catholic School, as the rules and regulations presently exist or may be changed from time to time by the school. The undersigned accept(s) and agree(s) to the schools' policy that if an account is not current or paid in full (as applicable) by May 30, 2025, the student's grades will not be calculated and the student will not be allowed to start the 2025-2026 school year. In the event the undersigned fails to pay all fees and tuition by May 30, 2025, then the undersigned will be responsible to school for all costs of collection, reasonable attorney's fees, and a 1.5% per month late fee.

- Prorated tuition will be refunded to those families moving out of the service area of the school system only upon receipt of school's request for transfer of student's records form. Service area is defined as within 50 miles of 915 Pleasant Street, St. Joseph, MI. Enrollment Withdraw Fee of \$200 per student up to a maximum of \$600 per family will be assessed.

CONTRACT OPTIONS – 2024/2025 ACADEMIC YEAR – Select Option Below:

- ☐ ○ **OPTION #1** Current Families - Pay the entire tuition balance by May 30, 2024
- New Families - If enrolling before May 1, 2024, pay the full tuition balance by May 30, 2024, or enrollment after May 1, 2024, within 30 days of enrollment date.
 - If total amount is not received by the due date of May 30, 2024, you will be required to use Option #2. If payment is not received by May 30, 2024, a monthly interest fee will be calculated based on an interest rate of 8% APR and charged to your account until the loan is completed.
- ☐ ○ **OPTION #2** Monthly Payments
- If the amount you wish to finance is greater than or equal to \$2,500, you must fill out the Horizon Bank Tuition Loan Application form and submit it to the Business Office by May 1, 2024. There will be \$100 loan application processing fee that you will be charged by Horizon Bank to process your loan application. The interest rate on the loan will be 6%APR.
 - If the amount you wish to finance is less than \$2,500 then you will be required to sign a contract directly with OLL for your monthly payments. The monthly payments will be calculated based on an interest rate of 8% APR. Your tuition balance must be paid in full by May 30, 2025. A \$10 late fee will be charged to your account if your monthly payment is not received on time.
 - If the tuition loan has not been submitted by May 30, 2024 or within 30-days from enrollment date after May 30, 2024, a monthly interest fee will be calculated based on an interest rate of 8% APR and charged to your account until the loan is completed.



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2024-2025 Enrollment Contract Options & Payment Types

Continued

Submit this form by February 28, 2024

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- ☐ ◦ **OPTION # 3** Our Lady of the Lake Catholic School employee payroll deduction.
- ☐ ◦ **OPTION # 4** Request an alternate option. (If you select this option, Option #1 is binding until an alternate Contract Agreement is reached.)

Please note: Your 2024-2025 tuition balance must be paid in full by May 30, 2025.

PAYMENT TYPES – 2024/2025 ACADEMIC YEAR: Check Payment Type

- ☐ ◦ **TYPE # 1** Payments made by cash or check - No additional fee
- ☐ ◦ **TYPE # 2** Payments using Visa/Master Card - Please note, a 2% Merchant Fee will be added to your account when using this payment method.

Note: All payments can be made online using our OLL Payment Portal at www.OLLakers.org or by sending in your payment to the Business Office at 220 Church St. St. Joseph, MI 49085

The undersigned agree(s) to the terms of this enrollment contract and acknowledges(s) the tuition refund policy of the school stated above.

FINANCIAL ASSISTANCE: Check if you will be applying for Financial Assistance

- ☐ ◦ **Yes**, I will be applying for Financial Assistance

Enrichment: Preschool Only

- ☐ ◦ 2 Day ☐ ◦ None
- ☐ ◦ 3 Day
- ☐ ◦ 5 Day

AFTER CARE: PS - 5th Grade Only

- ☐ ◦ 1 Day ☐ ◦ 2 Day
- ☐ ◦ 3 Day ☐ ◦ 4 Day
- ☐ ◦ 5 Day ☐ ◦ None

Print Parent Name: _____

Parent Signature: _____

Date: _____

If this form is not turned in by February 28, 2024 then Option #1 will be the default contract option.

Sign and return to the Enrollment Management Office
915 Pleasant St., St. Joseph, MI 49085



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TRAINING INFORMATION: REGISTRATION AND FAQs

Required for all parents who have students attending OLL.

Per Diocesan policy, anyone who volunteers or works in any capacity at the parish or school level must complete the Protecting God's Children Program.

How To Create an Online Account and Register For A Session:

Please register online for an awareness session (Virtus training). If you do not have internet access, contact Juliana Sarno at (269) 983-5529. She will give you alternate sites you can use.

You need an email address. It will be used for the follow-up bulletins, if required to do continuing online training. If you do not have an email address, please let your supervisor or Juliana know. They will help you get a free email account at Yahoo! You may use noaddress@virtus.org for now.

Type www.virtusonline.org in your browser's address bar. Click the light green box labeled "FIRST-TIME REGISTRANT". Select "Begin the Registration Process". Select "Kalamazoo, MI" (Diocese) as your organization.

Choose a user name and password you can easily remember. Try using your first and last name, no spaces and small letters. Click "Continue". Provide the information requested on the following page. Click "Continue" to proceed. Provide the requested information.

Select "Our Lady of the Lake Catholic School (St. Joseph)" where you volunteer or work. Select the "role(s)" that you serve within your organization. Please check all that apply. Additionally, if you have a title within your diocese, enter it in the box, i.e. Teacher, DRE, Catechist, Coach & etc.

Click "Continue" to proceed. Answer four yes/no questions. Click "Continue" to proceed. If you have already attended a Protecting God's Children Session, click "YES" otherwise click "NO".

- If you choose "NO" during the previous step, you will be presented with a list of upcoming sessions within your organization. When you find the session you would like to attend, click the "circle" next to the title.
- If you choose "YES" during the previous step, skip this step. If you chose "YES", you will be presented with a list of all sessions that have been held within your organization. Choose the session you attended by clicking the downward arrow and highlighting the session., then click "Complete Registration". You will see a message confirming that you have completed the registration process. If you have correctly entered your email address you will receive an email confirmation.

Please email Juliana at jsarno@ollakers.org when you have completed the online training module.

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FREQUENTLY ASKED QUESTIONS

Who has to attend the Protecting God's Children awareness program?

- All Clergy
- All employees of the Diocese of Kalamazoo and their parishes and schools
- All OLL Parents who have students attending OLL.

Why do I have to attend these sessions? I am not a threat to children!

- You are not being blamed for child sexual abuse. You are seen as the solution.
- You will be trained to identify the risks to children early enough to prevent child sexual abuse from occurring.



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2024-2025 Tuition Fee Schedule

Tuition Fee	3 Day Preschool	5 Day Preschool	Transitional Kindergarten	Grades K-5	Grades 6-8	Grades 9-12
Catholic Parishioner Tuition	\$3,340	\$4,450	\$6,290	\$6,290	\$7,050	\$8,030
Standard Tuition	\$4,450	\$6,075	\$8,675	\$8,675	\$9,175	\$9,940

- Tuition is non-refundable unless you qualify based on our Tuition Refund Policy. In that case, your enrollment withdrawal fee of \$200 per student up to a maximum of \$600 per family will be assessed.

Multi Child Grant

- 3rd Child Enrolled: Family pays 60% of tuition.
- 4th and additional children: Family pays no tuition. **A \$700 materials & technology fee for each child is required.**

Athletic Fee

\$75 per sport / per student

- These fees will be paid for through the proceeds from the Annual Dr. Proos Laker Athletic Golf Classic Golf Outing .

Tuition Fee Includes

- Book Fee
- Technology Fee
- Retreats

Financial Assistance

- Financial Assistance is available but the budget is limited so get your application in early as the funds are awarded in the order the applications are received.
- To be eligible, families must have a K-12 student at OLL. Preschool students are eligible only if a K-12 sibling is also enrolled.
- OLL offers a simple and discreet process. Contact the Enrollment Management office with any questions at 269-983-5520.



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Our Lady of the Lake Preschool Enrichment Rates (11:50 am - 2:50 pm)



Registration - To register for Preschool Enrichment, you must fill out the Enrichment portion section on the online enrollment registration form. Registration is limited to 10 students; we encourage parents to sign up early.

Billing - Parents are billed for Enrichment monthly, and receive statements prior to the month of the Enrichment Service.

Enrichment	2 Day Enrichment	3 Day Enrichment	5 Day Enrichment
Monthly Rate	\$170	\$250	\$410

After School Care Rates (2:50 pm - 5:00 pm)

Registration - To register for After School Care, grades PS-5th, you must fill out the After School Care Registration Form. Due to limited space, we encourage you to register even if you think you might only use After School Care once or twice during the school year. You may register at any time during the school year if space allows.

Registration Fees - There is a non-refundable registration fee of \$10/child (with a \$25 maximum/family). The registration fee payable for the current school year and must be paid at the time of registration in order to hold your student(s) spot in the After School Care program.

Billing - Parents will receive bi-weekly statements on Facts. Please check your account bi-weekly for the most recent billing.

After School Care Daily Rate
\$17

International Student Tuition

Application & Enrollment - Contact the Admissions and Enrollment Management Office to begin the application process. The International Student Tuition Rate does not include any hosting fees.

Billing - International student's tuition must be fully paid before attending Our Lady of the Lake Catholic School.

International Student Tuition 6th - 12th Grade
\$12,000

Making Tuition Affordable

Every student benefits from the Lake Michigan Catholic School Fund's advancement efforts and our Parishes, who make up the GAP between the cost of educating each student and the actual tuition.

Financial Assistance is available and all families are encouraged to apply. Let us know how we can help you provide this valuable gift to your children.

Additional ways to reduce the cost of education include **Multi Child Grants**, **Tuition Reduction Incentive Program (TRIP)**, **SCRIP Program**, and **International Student Hosting**.