



SCHOOL OF THE EPIPHANY

600 Italy Avenue
San Francisco, California 94112-3599
Tel (415) 337-4030 Fax (415) 337-8583
<http://www.sfepiphany.org>

May 5, 2021

Dear Parents,

Attached is the *revised* 2021- 2022 reregistration form for your child(ren). We have now combined the Registration Form, the Emergency Form, and the Tuition Agreement Form into one document. Families may re register all of their children on a single form.

We will continue to use FACTS tuition management as our form of tuition collection for the 2021-2022 school year. Debits will occur automatically on the 3rd and 17th of the month. You may also set up your account to have the entire amount withdrawn on either the 3rd or the 17th. All tuition will now be collected electronically, over 12 months.

Once again, due to COVID-19 Shelter in Place restrictions and limitations placed on school events, many families were not able to complete their service hours and Centerplate requirement. Therefore, families will remain on the tuition plan they were on during the current 2020-2021 school year.

Concerning Financial Aid, please know that we will credit your account with any financial aid as soon as we are notified of the amount awarded. To receive any financial help, all forms must have been submitted by the deadlines.

I once again have great news concerning a grant award for this reregistration. Through a grant program I was able to secure a grant/donation to aid all current students of the school during this registration period. **A grant/award in the amount of \$125 per child will be applied towards your registration this school year.** Therefore, the amount to register your child has been reduced to \$270 per child for the 2020-2021 school year. Please note that registration fees will rise if not paid before certain cutoff dates. Please take advantage of this initial reduced rate by registering your child before June 18th, after this date registration fees will increase.

Registration can be mailed to the school office at *600 Italy Ave San Francisco, CA 94112*, it may also be dropped off in mailbox at school, or you may send it back to school with your child. We will also be accepting a digital submission of your registration, please scan and email all completed form to office@sfepiphany.org. If you need a paper copy of this form please email the office and we will mail you a paper copy to your home.

Please feel free to contact the school office via email at office@sfepiphany.org with any questions that you may have.

Sincerely,

Mr. Brian Joost
Principal

**SCHOOL OF THE EPIPHANY
REGISTRATION / EMERGENCY FORM**

TUITION ACCT # _____

FACTS ID #: _____

Name of Student: _____ Grade in the Fall: _____

Name of Student: _____ Grade in the Fall: _____

Name of Student: _____ Grade in the Fall: _____

Mailing Address: _____ Home Phone: _____

Date of Birth: _____ Ethnicity: _____

Student(s) lives with (check all that apply):

_____ Mother _____ Father _____ Legal Guardian / Other (specify): _____

Parent Information

Mother's / Legal Guardian's Name: _____

Mailing Address (if different from above): _____
Street City Zip Code

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Father's / Legal Guardian's Name: _____

Mailing Address (if different from above): _____
Street City Zip Code

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Emergency Contact	Relationship	Daytime Phone	Cell Phone

Doctor	Phone

Dentist	Phone

Allergies or Medical Conditions

Parent Signature: _____ Date: _____

Choose your Tuition Plan for the 2021-2022 school year

PLEASE NOTE:

- All payment plans begin in July.
- All payments are made thru FACTS Tuition Collection
- 12-pay electronic payment families must set up an account through FACTS Tuition. (Auto debits will take place on the 3rd and the 17th of the month.)
- Both Plan A and Plan B families are required to contribute a minimum of \$250.00 in fundraising.
- You **MUST** meet the stated conditions to choose Plan B.

*****REVISED*****

Plan A				Plan B			
• Families who are currently on Plan A for the 2020-2021 School Year				• Families who are currently on Plan B for the 2020-2021 School Year			
	12-pay (July – Jun)	4-pay (July, Oct, Jan, Apr)	1-pay (July)		12-pay (July – Jun)	4-pay (July, Oct, Jan, Apr)	1-pay (July)
1-child	\$ 791.33	\$ 2,374.00	\$ 9,496.00	1-child	\$ 708.00	\$ 2,124.00	\$ 8,496.00
2 children	\$ 1,582.66	\$ 4,748.00	\$ 18,992.00	2 children	\$ 1,416.00	\$ 4,248.00	\$ 16,992.00
3+ children	\$ 2,374.00	\$ 7,122.00	\$ 28,488.00	3+ children	\$ 2,124.00	\$ 6,372.00	\$ 25,488.00

Please choose your payment plan:

_____ **Plan A (I am currently on Plan A for the 2020-2021 school year)**

_____ **Plan B (I am currently on Plan B for the 2020-2021 school year)**

Please choose the frequency of your debit: (FACTS)

_____ **12 pay** _____ **4 pay** _____ **1 pay**

Parent Signature _____ Date _____

To Register Your Child, Please Read and Sign Below:

1. I have read the Code of Christian Conduct, and related expectations for parental support at Epiphany School. I wish to enroll the children listed on the registration form. I agree to pay all required tuition and fees to Epiphany School in a timely manner, according to the terms selected and according to the rate basis assigned by the school.
2. I understand that the Epiphany School Tuition Policy, stated both here and in the Parent-Student Handbook, requires the following:
 - a. The Principal will consider dropping from the enrollment list the following:
 - Families who have made no payment toward their delinquent account, or
 - Families who have made no effort to discuss the problem with the Principal or his representative.
 - b. Families with unpaid tuition or fees will not be permitted to re-register for the following school year.
 - c. Payments made by electronic fund transfers which are returned by the bank, will be charged a bank fee for each occurrence. Such occurrences require immediate repayment.
 - d. The person responsible for payment of the account will be held responsible for reasonable attorney fees and collection costs necessary for collection of any amount not paid when due.
3. I expressly authorize Epiphany School to release my tuition account, along with other necessary records (e.g., transcript requested by any public and/or private school, information requested by a credit bureau or collection agency, or a request by any school official or agent who has a legitimate educational or legal interest in it).
4. I understand all policies, terms and conditions, as set forth in this agreement and the Parent/Student Handbook (including but not limited to such items as discounted rate requirement, Centerplate requirement, etc.), to the extent that they are in accord with Archdiocesan policies and procedures, are incorporated by reference and made a part of this agreement.

Registration Fee for 2021 – 2022 school year: \$270.00 per student if paid on or before June 15th.

- I authorize Epiphany School to invoice my FACTS tuition account in June 2020 for the registration fee for each child for the upcoming 2021-2022 school year.
- Full payment enclosed per student (CASH // CK# _____) Date rec'd: _____
- Credit Card (VISA or MasterCard only): I authorize Epiphany School to charge the registration fee from my credit card account.

____ - ____ - ____ / ____ - ____ - ____ / ____ - ____ - ____ / ____ - ____ - ____

Exp. Date: Month ____ - ____ Year ____ Billing Zip Code: _____

**APPROPRIATE FEES MUST ACCOMPANY THIS PACKET TO
COMPLETE YOUR REGISTRATION FOR THE 2021-2022 SCHOOL YEAR.**

Registration fees if full payments is received by the following dates:

- **\$270.00** – on or before June 18, 2021
- **\$375.00** – June 21th – July 16th
- **\$480.00** – July 16th – August 20th

Parent Signature

Date

Code of Christian Conduct – Students, Parents, Guardians

The student's interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the **student** behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to any policies, principles, or procedures set forth in the student/parent handbook of the school.

It shall be an express condition of enrollment that the **parents/guardians** of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to any policies, principles, or procedures set forth in the student/parent handbook of the school. These Christian principles further include, but are not limited to, the following:

Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. Extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)

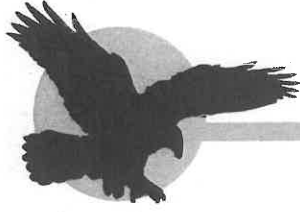
The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an immediate step short of withdrawal.

By the signatures given below, all parties acknowledge the Code of Christian Conduct and agree to its terms.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Student Signature (s) _____ Date _____



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Dear Parents:

We would like permission to use photos of your children in our brochures and on our website. Please give us your consent by filling out the form below, and returning it to the school office. We will, of course, provide you with a proof of any project that uses a photo of your child.

Thank you for your cooperation!

Mr. Brian Joost
Principal

PERMISSION AND RELEASE FORM

I authorize _____
(Name of Student)

I **do not** authorize _____
(Name of Student)

to participate in the making of projects consisting of photograph(s) for promotion of the school during the 2021 - 2022 school year.

I specifically understand that **School of the Epiphany** shall hereby retain any and all rights to the photograph(s) including but not limited to, the rights to reproduce, copy, edit, exhibit, publish, or distribute such photograph(s).

Signature : _____
(Parent or guardian)

Date: _____