



3264 Evergreen Drive
Murrysville, Pa. 15668

Homepage: www.mosschool.org

Phone - (724) 733-8840
Fax - (724) 325-1144

Mother Of Sorrows School Application Checklist
Academic Year 2009-2010



To assist you in the application process, the following comprehensive Checklist has been prepared. To apply for admission to Mother of Sorrows School, the following forms must be completed and returned to the school office. In addition, a check made payable to Mother of Sorrows School for all applicable fees must be returned with the application forms. Application deadline for current families is March 15, 2009.

Completed ✓	Required Forms	Color
	Application Form (<i>One per child</i>)	Yellow (Pre-K-K) Blue (1-8)
	Tuition Payment Preference Form (<i>One per family</i>)	Pink
	Home Language Survey (<i>One per child</i>)	Purple
	Emergency Contact Information (<i>One per family</i>)	Green
	Certificate of Individual Request for Loan of Textbooks and Instructional Materials (<i>One per family</i>)	Goldenrod
	Acknowledgment and Acceptance of MOS Uniform Policy (<i>One per family</i>)	Buff
	Child Abuse History Clearance (<i>One per volunteer</i>)	www.dpw.state.pa.us
	Criminal Record Check (<i>One per volunteer</i>)	epatch.state.pa.us
	Computer and Internet Policy Agreement (<i>One per child</i>)	White
	Birth Certificate Copy: Pre-K to 1 only (<i>One per child</i>)	N/A
	Health Information	www.mosschool.org
	FACTS Grant & Aid Assessment (<i>One per family</i>)	www.factstuitionaid.com
Completed ✓	Required Forms New Students Only	Color
	Initial Guidance Questionnaire (<i>One per child</i>)	White
	Prior Conduct Form (<i>One per child</i>)	White
	Birth Certificate (<i>One per child</i>)	N/A
Completed ✓	Required Fees	
	\$75. ⁰⁰ Application Fee-New Students Only (<i>per child</i>)	Non-Refundable
	\$100. ⁰⁰ Cafeteria Fee (<i>per family if volunteering is not possible</i>)	Non-Refundable
N/A	Additional Information	Color
	Parent Responsibilities, Attitude and Cooperation	Purple
	Letter Regarding Tuition & Tuition Assistance	White

Mother Of Sorrows School Application Form Descriptors

Academic Year 2009-2010

- An **Application Form** must be completed for each child who will attend MOSS. Application Forms are required for new students as well as for returning students. **Please be sure to complete both sides of the Application Form.**
- A **Tuition Payment Preference Form** must be completed, signed and dated by the person or persons responsible for payment of tuition for a MOSS student(s).
- A family who elects to pay tuition **monthly or semiannually** must complete, sign and date a **FACTS Automatic Tuition Payment Agreement**. Families who are re-enrolling in the FACTS payment plan may do so automatically and do not need to complete a new FACTS Automatic Tuition Payment Agreement; however, you must sign the Re-enrollment Authorization attached to the Tuition Payment Preference Form. **Please note that semiannual payments must be made through FACTS. By using the FACTS system, the school has reduced its bookkeeping costs. Families may still elect to pay tuition in full by personal check.**
- A **Home Language Survey** must be completed for each student. This is a diocesan requirement.
- An **Emergency Green Sheet** must be completed by all families--both new and returning families. Please complete every section of the green sheet. The safety and well being of each student is very important. It is essential that the school's staff be able to reach you or a person you have designated to care for your child in your absence.
- A **Certificate of Individual Request for Loan of Textbooks and Instructional Materials** must be completed and returned with your application form.
- If you would like to volunteer at Mother of Sorrows School, participate in the cafeteria-monitoring program, or accompany a school class on a field trip, you must complete a **Request for Criminal Record Check** and a **Child Abuse History Clearance**. The forms for these two clearances and instructions for completing them can be accessed through the Internet. Your request can be filed online. The **Criminal Record Check** can be found at epatch.state.pa.us. The Child Abuse History Clearance can be found at www.dpw.state.pa.us. Once you have received your clearances, bring a copy of them to the school office where they will remain on file. **MOSS makes no exceptions to this requirement. You do not need to apply for these clearances every year.** If you do not have access to the Internet, please request a copy of the forms from the school office.

Mother Of Sorrows School Application Form Descriptors (Continued)

Academic Year 2009-2010

- All application forms for students in preschool, kindergarten or first grade must have a copy of the student's birth certificate attached to the form. **School policy requires a child to be three years old by September 1, 2009 (and fully potty-trained) to enroll in PK3, four years old by September 1, 2009 to enroll in PK4, five years old by September 1, 2009 to enroll in any kindergarten program and six years old by September 1, 2009 to begin first grade. There will be no exceptions to this policy.**
- Please go to the school's website (www.mosschool.org) for a complete description of the medical and dental information that must be on file for your child. **Health Information** can be found on the website by going to "Enrollment Information" and scroll down. There you will find links to the necessary forms. **It is very important that the required health information be mailed directly to Mrs. Paulette Wilson, R.N. at Newlonsburg School, 3170 School Road, Murrysville, PA 15668 prior to the first day of school.**
- Please go to www.mosschool.org and read the **Computer and Internet Policy** for the Diocese of Greensburg. After you have read and reviewed it with your student(s), please sign and date the signature pages and code of conduct enclosed in this application packet. Signatures are required from both student and parent. Return the signature pages along with your application form. It is essential that every family with a child(ren) in kindergarten through grade eight read and sign the policy. If you do not have access to the website, please contact the school office for a copy of the **Computer and Internet Policy**.
- Please go to www.mosschool.org and read the **Uniform Policy**. After you have read the entire Uniform Policy, please sign and date the **Acknowledgement and Acceptance of the Uniform Policy** enclosed in this application packet. Signatures are required from both student and parent. Return the Acknowledgement along with your application form. Every family with a child(ren) in Kindergarten through Grade Eight must read and sign the policy. If you do not have access to the website, please contact the school office for a copy of the **Uniform Policy**.

Mother Of Sorrows School Application Fee Descriptors

Academic Year 2009-2010

Required Fees:

- A \$75.00 **Application Fee** per student is due at the time of application for new students only. **The Application Fee is non-refundable.**
- A \$100.00 **Cafeteria Fee** is due at the time of application for families with a child (or children) in All-Day Kindergarten, K-Plus, or Grades 1-8 that are unable to volunteer for lunchroom duty. Mothers or fathers volunteering for lunchroom duty must work in the cafeteria during the lunch period at least once each month. The school office will schedule family volunteers. Volunteers who fail to show up on their scheduled days or who fail to find a substitute cafeteria volunteer will be fined \$10.00 for each missed date. **The Cafeteria Fee is non-refundable.**
- A single check may be written for the nonrefundable fees due at the time of application. Please make note of how the funds are to be allocated. All checks should be made payable to Mother of Sorrows School.

Financial Aid Forms:

- All Catholic families and grandfathered non-Catholic families with students in Preschool through Grade Eight who wish to apply for Diocesan Financial Aid will be required to complete the **Grant and Aid Assistance Form**. Our partner, FACTS Management Company, will process the applications. One advantage to working with FACTS Management Company is that families can complete the Grant and Aid Assistance Form online. If you do not plan to complete the Grant and Aid Assistance Form online, please stop in the school office for a hard copy of the form. Please be assured that no one at the school or the parish will have access to your application. Details regarding tuition and Diocesan Financial Aid are attached to this Checklist. If your Grant and Aid Assistance Form is **Postmarked** by March 15, 2009, the Diocese of Greensburg will pay the \$20.00 processing fee. If your Grant and Aid Assistance Form is postmarked after March 15, 2009, you will be responsible for paying the \$20.00 processing fee. **Non-Catholic families pay the Total Cost of Education. Non-Catholic families are eligible to apply for aid from the Pennsylvania State sponsored EITC program only. Non-Catholic families are not eligible for aid through the Diocesan Program for Financial Aid to School Parents.**

Documents Required for New Students:

- Parents of new students must complete an **Initial Guidance Questionnaire** and return it to the school office along with all other application forms and fees.
- Parents of new students must complete a **Sworn Statement of Prior Conduct** and return it to the school office along with all other application forms and fees.

Mother Of Sorrows School Application Fee Descriptors (Continued)
Academic Year 2009-2010

Additional Documentation and Information:

- For divorced or separated families, please feel free to advise the school office in writing of the name and address of the parent not living with the student. If you wish to have school mailings go to both parents, please attach a check for \$20.00 to cover the cost of photocopying and postage.

Tuition Notes:

- Families who are registered members of a Catholic parish and grandfathered non-Catholic families may apply for and may receive Diocesan Financial Aid from the Parish Supported Financial Aid Fund, the Diocesan Educational Endowment Funds and the Scholarship Partners/EITC Fund by submitting the FACTS Grant and Aid Assessment form by March 15, 2009.
- Non-Catholic families may apply for Diocesan Financial Aid through the Scholarship Partners/EITC Fund only. The FACTS Grant and Aid Assessment form must be submitted by March 15, 2009 to apply for aid through the Scholarship Partners/EITC Fund. Non-Catholic families will be charged the Total Cost of Education per child, reduced by any EITC scholarship awards and SCRIP credits.

Tuition for the 2009-2010 school year will be posted on the school's website (www.mosschool.org) by early spring. Any increase in student enrollment, SCRIP and food certificate participation, and fundraising efforts will impact the cost per pupil in a very positive way.

Fee Chart:

Fee Type	Fee Per Child
<i>Application Fee</i> (One-time fee due for new students Pre-K3 through Grade 8)	\$75.00 <i>(Per child)</i>
<i>Cafeteria Fee</i> (Due for families with children in Full-day Kindergarten, K Plus, and Grades 1-8 who are unable to volunteer for lunchroom duty).	\$100.00 <i>(Per family)</i>

Please return all paperwork and required fees to the school office in the application envelope. If you have any questions or concerns regarding the application forms or payment of the required fees, please call Linda Feczko, Tuition Manager, at (412) 600-7349 or email her at lfeczko@mosschool.org.

Tuition Information for the 2009-2010 School Year

The Diocese of Greensburg has provided the following Glossary of Terms to use when discussing Catholic school tuition:

Diocesan Program for Financial Aid to School Parents: This program refers to the total plan for offering financial aid to parents in meeting the cost of Catholic education for their children. The Program includes both diocesan and local strategies. The funds allocated at the diocesan level include the following:

- ❑ **Parish Supported Financial Aid Fund** – The assessment of every parish in the Diocese creates this Fund.
- ❑ **Diocesan Educational Endowment Funds** – These Funds are the product of diocesan capital campaigns, moneys designated by the Diocese for the schools, and money donated by individuals to the Diocese for the schools.
- ❑ **EITC Funds** – This Funding provides a tax incentive for businesses that donate to schools and is allocated according to certain government-defined qualifications.

Diocesan Financial Aid: This term applies to allocations of money from the Funds described above, which are collected, held, and distributed at the diocesan level of operations.

Total Cost of Education (TCE) – This number includes all expenses for operating a school: administration, instruction, salaries, benefits, materials, technology, utilities, and capital improvements. This number is used in calculating the school budget. Non-Catholic families pay the Total Cost of Education per child.

Announced Tuition – This is the tuition amount that Catholic families and grandfathered non-Catholic families will use when completing the FACTS Grant and Aid Assessment Form.

Local Tuition Reduction – This term refers to tuition assistance made possible with money raised and allocated at the local level to reduce the amount of tuition parents pay for their child/ren to attend Catholic school. The main source of Local Tuition Reduction is the SCRIP program.

Net Tuition – Net Tuition is the amount of tuition actually paid by a parent. It is the balance left after all Diocesan Financial Aid and Local Tuition Reduction have been calculated and subtracted from the Announced Tuition for Catholic families and grandfathered non-Catholic families or from the Total Cost of Education for non-Catholic families.