



January 17, 2012

Dear Parents:

It's that time again, and we are pleased to offer another year of quality education at Queen of Angels Catholic School. We ask that you carefully read the instructions for completing the attached form. Please fill in the information on the attached Re-registration and Tuition Payment Preference form and return it to the school by **Tuesday, January 31, 2012**. This year the **\$250** non-refundable re-registration fee per student will be billed via FACTS on Wednesday, February 1 and will be **due no later than Tuesday, February 28**.

We also want to remind you of several school policies (page 10 in the Queen of Angels Catholic School Handbook). We are bringing these to your attention because we want to make sure that you clearly understand these policies will be implemented in the upcoming re-registration process.

- The re-registration period will be **Tuesday, January 17 through Tuesday, January 31**. A seat will be reserved for the 2012-13 academic year for your currently enrolled student(s) if you return the re-registration form by the **January 31** deadline and pay the re-registration fee by **Tuesday, February 28**. Any re-registration fees that are not paid by February 28 will be assessed a \$20 late fee per student.

Seats that have not been reserved through the completed re-registration process by February 28 will become available on **February 29** to new applicants.

- Re-registration will be an option only for families whose financial commitment to the school is current.
- **All tuition must be paid through FACTS next year, including one time payments. A new option of 2 equal payments in July and December will be offered.**
- **Next year payment of incidental fees will be done through FACTS and enrollment in Auto Pay will be required.**

The opportunities we provide our students are supported by a budget approved by the Archdiocese of Atlanta. We are grateful for the privilege of educating your children.

Sincerely,

Debra A. Kopec
Business Manager

Dr. Kathryn B. Wood
Principal

Molly Carlin
Assistant Principal/Admissions

