



APPLICATION PROCESS CHECKLIST

Kindergarten through 4th grade

- ⇒ Complete and submit application
 - Application fee paid
 - Recent report card/transcript
 - Standardized test results (most recent)
 - Special needs documentation (if applicable)
- ⇒ Tour St. Luke's and speak with principal
- ⇒ Testing (if applicable)

5th - 8th grade

- ⇒ Complete and submit application
 - Application fee paid
 - Recent report card/transcript
 - Standardized test results (most recent)
 - Special needs documentation (if applicable)
- ⇒ Tour St. Luke's and speak with principal
- ⇒ Shadow
- ⇒ Testing (if applicable)

ST. LUKE'S ENROLLMENT PROCESS

Upon Acceptance to St. Luke's, complete the following steps.

1. Create a Renweb account.
Include directions on how to establish a Renweb parent account here.
2. Create an online account with FACTS Tuition Management
Include direction on how to establish a FACTS tuition account
3. Complete financial process
 - _____ form
 - Student records release form
 - Tuition contract
 - Complete tuition insurance form
 - Submit non-refundable fee for _____% of registration, book, and tech fee.
4. Attend new parent meeting



Application for Admission

(Please include the non-refundable registration fee made out to St. Luke's Lutheran School)

Application Date: _____ Home Church: _____

			Name					City/State/Zip		
Start Date (✓ one)	Immediately	Fall (August-December)			Spring (January – May)					
Applying for Grade (✓ one)	K	1	2	3	4	5	6	7	8	

Student Information (Please print or type clearly)

Last Name First Name Middle Name

Name student goes by, if not first name Birth Date: Mo-Day-Year

<i>Gender:</i>	<i>Ethnicity:</i>
Male	African-American
Female	Asian
	Caucasian
	Hispanic/Latino
	Multi-Ethnic

Home address City State Zip

School last attended Name City/State/Zip Public school student would attend City District

Student home phone Student cell phone Student email address

Custodial/Parent Information

Custodian/parent name (First/Last) Preferred phone (✓ one) Home Cell Work Other phone (✓ one) Home Cell Work

Relationship to student Preferred email (✓ one) Home Work Other email (✓ one) Home Work

Home address if different than student City/State/Zip Custodian/Parent employer Position title

Custodian/parent name (First/Last) Preferred phone (✓ one) Home Cell Work Other phone (✓ one) Home Cell Work

Relationship to student Preferred email (✓ one) Home Work Other email (✓ one) Home Work

Home address if different than student City/State/Zip Custodian/Parent employer Position title

Emergency Contact Information

Emergency Contact Name Relationship Cell phone Home phone Work Phone

Emergency Contact Name Relationship Cell phone Home phone Work Phone

Siblings Currently Attending St. Luke's Lutheran School

First name Last name grade

First name Last name grade

First name Last name grade

First name Last name grade



Custodian/Parent Questionnaire

1. How did you learn about St. Luke's Lutheran School?

2. Why are you seeking a Christian School for your child?

3. Please list any school programs your child has been withdrawn from and the reason for the leaving.

4. Has your child ever had trouble with respecting authority? Please explain.

5. Has your child ever undergone academic evaluation or received professional counseling? If yes, please share the grade level at the time of evaluation and the reason for the decision.

6. Does your child have any medical concerns? If yes, please list them below.

7. Does your child take medication on a regular basis? Please list the medication, dosage, and purpose for taking the medication.

Medication name	Dosage	When given	Will it be administered during the school day?



Vision of St. Luke's Lutheran Church and School

Powered by the Holy Spirit we:

Trust God!
Live an Extreme Faith!
Are Bold in God's Word!
Bring People Home to Christ!
Fully Commit to the Body of Christ!
Pray and Worship with Enthusiasm!
Expect Results!

Mission of St. Luke's Lutheran School

St. Luke's Lutheran School supports the children and their families in providing a quality Christian education that grows the whole child, mind, body and spirit.

SCHOOL POLICY STATEMENTS

Please read the following policy statements for St. Luke's Lutheran School operating within St. Luke's Lutheran Church. Your signature on this document indicates your cooperation with all school policies from the time of the named student's initial enrollment until he/she has graduated or officially withdrawn from St. Luke's Lutheran School. Policy and procedure are reviewed annually. Updates to this document may be obtained by contacting the school office.

Student Name: _____ Date of birth: _____

STATEMENT OF NONDISCRIMINATION

We reserve the right to terminate a child's enrollment if it is in the best interest of the child and school. Any tuition would be prorated accordingly. Due to the possibility of rising insurance costs, we reserve the right to raise tuition fees with a 60 day notice. St. Luke's admits students of any race, color, or national origin.

SCHOOL/HOME COMMUNICATION POLICY

It is the policy of St. Luke's Lutheran School to communicate educational and personal information about a student with the custodial (enrolling) parent or guardian. It is the responsibility of the non-custodial parent to seek copies of this information from the custodial parent. A non-custodial parent may be placed on the school mailing list to receive general information such as newsletters.

PRIVACY STATEMENTS

All student information is made available to St. Luke's Campus staff to assist in creating an optimal learning atmosphere. Please read and initial the three privacy statements listed below.

___ I/we understand that our address/phone information will be published and made available to other school families.

___ I/we understand that my/our child's image or likeness may be photographed or videotaped by the school in the course of school activities.

___ I/we understand that the statement listed above does not include pictures taken by the news media or pictures for use in yearbooks.

It is understood that the enrolling parent may choose not to make personal information available to other school families. Please read the statements below and check the box that best fits your wishes.

___ I/we do not wish to have our address/phone information published for other school families.

___ I/we do not give consent for the school to use my/our child's likeness in promotional and/or advertising materials.

___ I/we do not want my child's image to be used in promotional and/or advertising materials.



PARENT STATEMENT OF COOPERATION

We understand the enrollment at St. Luke's Lutheran School is not a right but a privilege, and affirm the standards established by St. Luke's Lutheran Church that maintain the wellbeing of each child as well as for all campus ministries of St. Luke's Lutheran Church. Should this application be accepted and my child enrolled as a student of St. Luke's Lutheran School, we give permission for St. Luke's campus staff or volunteers of St. Luke's Lutheran Church and School to make and enforce classroom regulations in a matter consistent with the established policy of St. Luke's Lutheran School. We accept responsibility for reading and understanding the student handbook and other communication tools used by St. Luke's and will cooperate fully. If I withdraw my child, or if my child is expelled, I understand that I will forfeit all fees and monies paid.

I have read and understood this application and all related documents. I certify that the information enclosed in this document is complete and correct to the best of my knowledge. I will communicate in writing any changes made herein even if changes have occurred after enrollment. I understand that if any inaccuracy or omission of information helpful in educating my child is discovered; St. Luke's Lutheran School, operating within St. Luke's Lutheran Church, reserves the right to reconsider my child's application and acceptance into St. Luke's Lutheran School.

Signature of custodian/parent Date

Please submit this application to:
St. Luke's Lutheran School
63 Fernwood Road, Montgomery, IL 60538
630-892-0310 ext. 110
www.stlcschool.com



TUITION POLICY

Tuition for current school year supplied separately

St. Luke's Lutheran School is primarily a tuition based organization. To function properly, financial obligations must be honored in a timely basis. The Christian Education provided within St. Luke's Campus is a privilege and an investment in your child's future as a Christian adult living in a changing world. The tuition and fees charged do not fully cover the cost to educate your child. St. Luke's Lutheran Church, at its core, believes in and supports Christian Education. For this reason, the tuition is approximately 25% less than the actual cost. Tuition and fees are approved annually by the school board with specific policies in place to ensure proper funding for the efficient function of the school.

TUITION PAYMENT AND FEES / LATE PAYMENTS

All tuition payments are due on the 1st or 15th of each month. Your child's financial information can be found on RenWeb. All families are responsible for meeting their tuition obligation to St. Luke's Lutheran School on a timely basis. Should a family not make a payment on-time the following is how the late payment will be handled:

- If a payment is late, there will be a late fee charge of \$25.00.
- Monthly statements will be sent out to all families (via e-mail or USPS) with the policy at the bottom
- After 45 days of non-payment a reminder letter is sent to parents
- After 55 days of non-payment a letter is sent requiring a face-to-face meeting to setup a payment plan
- After 65 days of non-payment the student is unable to attend school until financial arrangements are made; all student records will be withheld until full payment is received

WITHDRAWAL/REFUND POLICY

Withdrawals are handled within the school office. When possible, a courtesy of 4 weeks' notice is appreciated. Tuition adjustments will be considered on a case-by-case basis for the purpose of relocation or life changing event. All fees paid may not be refunded.

RETURNED CHECK FEE

A \$25.00 returned check fee will be assessed for any check returned to St. Luke's Lutheran School as non-payable.

CLASS AND SCHEDULING INFORMATION

STUDENT NAME _____				DATE OF BIRTH _____							
Grade for 2016-17 (Circle Choice)	K	1	2	3	4	5	6	7	8		
(Age by Sept. 1st, 2016) _____											
[Kindergarten - _____	Half Day (5 mornings only)	_____	Full Day]								

My signature affirms that I have read, understand, and accept the terms and conditions of this contract.

CUSTODIAN/PARENT NAME DATE

CUSTODIAN/PARENT NAME DATE

AGREEMENT SIGNED BY SCHOOL OFFICIAL DATE

Office Use: Enrollment Fee \$ _____ Check# _____ Credit Card _____ Cash Rec# _____

Date Received: _____ Received by: _____