



Christ the King Cathedral School

Spring 2019

Dear Prospective CTKC School Family,

I would like to take this opportunity to thank you for selecting Christ the King Cathedral School as your school of choice. The faculty and staff of Christ the King Cathedral School recognizes and acknowledges that families are the lifeblood of our school community. We are thankful for the opportunity to partner with you in the education and faith formation of your child(ren) this coming school year.

With a tradition of excellence in Catholic education for over 60 years, Christ the King Cathedral School is committed to providing strong academic and developmental programs which enable children to achieve their full potential. We empower students to meet the challenges of an ever-changing world. We strive to help students encounter the living Christ each day through friendships, academic life, athletics, and spiritual life.

We offer several discounts to help lower the overall cost of tuition. Please read the following list carefully. Discounts include the stipulations that your student, and you as a parent, will follow the guidelines outlined in the Parent/Student Handbook at all times, you will fulfill your minimum number of volunteer hours (if not more), and you sell or buy all of your required tickets for the Home & School Association's annual raffle.

- “Active Parishioner” Discount: an active parishioner is one who is registered with a parish within the Catholic Diocese of Lubbock, attends Mass faithfully, supports the life of your parish (ex: parent(s) serve as Eucharistic ministers, teach CCE, are on parish commission, etc.; child/ren is/are altar servers, tithe to the parish, etc.). To receive a parish discount, please submit a parish verification form signed by your parish priest no later than 6/15/19, or prior to your student's first day of school, whichever is sooner. This form can be found on the school website.
- Limited financial aid is available for students entering Kindergarten through 12<sup>th</sup> grades. Directions to apply for financial aid are on the school website. Applications must be submitted no later than 4/30/19, and students must be pre-enrolled for the 2019-2020 school year to be considered for financial aid. Those enrolling after the financial aid deadline will be considered if funds are still available for distribution.
- Please read the enrollment information carefully. Your student's application and enrollment process must be completed in its entirety online via our RenWeb system.

Since the actual cost to educate each student is greater than paid tuition, we rely on parents' help to bridge that financial gap each year with your support in completing service hours, selling raffle ticket, participating in Fall Festival needs, attending the Friends of the Foundation Gala and other fundraisers.

Our goal is –and always has been- to provide the highest quality of education for your child/ren. If you have any questions regarding your student's enrollment for 2019-2020, please feel free to contact the school office.

Sincerely in Christ,

Gail Ambrose  
Principal, PK-8  
Christ the King Cathedral School

**Beginning the enrollment process:**

New CTKC School families apply and enroll their student(s) via the RenWeb online system using a parent RenWeb user name and password. To start the pre-enrollment process go to:

<https://ctk-tx.client.renweb.com/oa/?memberid=1642>.

You will be directed to create an online account to begin the application process. If you need assistance with the process, please contact Admission Coordinator Mrs. Becky King at [bking@ctkcathedralschool.org](mailto:bking@ctkcathedralschool.org).

**New Family 2019-2020 Tuition & Fees Schedule**

**Annual Tuition: Rates for Registered and Contributing [Parishioners of Christ the King Cathedral Parish](#)**

	Pre-K through 5 Tuition	6-8 Tuition Jr. High
Cost of Education	\$7200	\$7475
Discount for Registered & Contributing CTKC Parishioners	-\$1000	-\$1000
Annual Tuition	\$6200	\$6475

**Annual Tuition: Rates for Registered and Contributing [Parishioners of Other Parishes in the Diocese of Lubbock](#)**

	Pre-K through 5 Tuition	6-8 Tuition Jr. High
Cost of Education	\$7200	\$7475
Discount for Registered & Contributing Diocese of Lubbock (Non-CTK) Parishioners	-\$750	-\$750
Annual Tuition	\$6450	\$6725

**Annual Tuition: Non-Catholic or non-participating families**

	Pre-K through 5 Tuition	6-8 Tuition Jr. High
Annual Tuition	\$7200	\$7475

**Families with more than one child enrolled in school will receive a tuition discount at the following rates:**

**2 students enrolled - 12% discount on the younger student's tuition rate**

**3 students enrolled – 16.5% discount on the youngest two students' tuition rates**

**4+ student enrolled – 40% discount on the fourth, fifth, etc. youngest students' tuition rates plus 16.5% discount on second and third youngest students' tuition rates**

**Multiple Student Discounts apply to all families with more than one child enrolled in the school in Kindergarten through 12<sup>th</sup> grades. NOTE: Pre-Kindergarten students are not eligible for multiple child discounts.**

**All families are members of the Athletic Booster Club & Home and School Association (these charges can be added to monthly tuition draft charges in FACTS to be charged across 10 or 12 months):**

Home and School Association and Athletic Booster Club annual dues

\$50 per family

**Fundraising Requirement:**

- All school families are **required** to complete a minimum of 20 service hours (10 hours for single parents) for the 2019-20 school year. We ask that at least half of your required service hours for the year (half = 10 hours for two parent homes & 5 hours for single parent homes) to be actual time volunteered at school activities and/or events. Parents can express interest online in various opportunities during the re-enrollment process, and additional opportunities are posted in the weekly school newsletter and on the school website throughout the school year. Unfulfilled service hours will be charged to families in June 2020 at the rate of \$25.00 per unfulfilled hour.
- Additionally, all school families are required to sell a minimum of 20 tickets for our school's annual "big raffle" for the benefit of CTKC Home & School Association. Any unsold raffle tickets are charged to families who do not return tickets with payment by the published deadlines plus a \$100 penalty fee.
- Families who wish to "opt out" of the school's fundraising requirement can pay a \$450 opt-out fee in the school office before 8/30/19.

**Payment Options include:**

- **Payment for tuition & fees in full with cash or check at the school office prior to noon on Thursday, June 20, 2019 for a 3% discount on tuition.**
- **2 equal payments at the school due no later than 8/5/19 and 12/13/19. Past due payments for tuition made on the semi-annual payment plan will be charged late fees equaling 5% of balance owed.**
- **Monthly payment drafts across 10 months or 12 months via FACTS Tuition Management Company. 12-month payment plans are drafted in 12 equal payments from June 2019-May 2020 and must be set up by 5/15/19. 10-month payment plans are drafted in 10 equal payments from August 2019-May 2020 and must be set up by 7/15/19. Families registering after 7/15/19 will be required to pay first month's tuition charges in the school office and set up a FACTS account prior to the first day of classes. On-going monthly payments cannot be made at the school office.**

**\*Any payments made to the school for tuition with credit or debit cards are subject to a 3% service fee.**

**Enrollment Fees:** A non-refundable one-time fee to CTKC School as outlined below as well as a \$20.00 processing fee to RenWeb is due at the time of a student's online application.

NEW students:

- \$200 per student until May 31, 2019 (must be submitted prior to 11pm, CDT)
- \$250 per student as of June 1, 2019