



**Diocese of Lubbock Catholic High School**

Spring 2020

Dear Diocese of Lubbock Catholic High School International Legacy Family,

I would like to take this opportunity to thank you for selecting Diocese of Lubbock Catholic High School as your school of choice. The faculty and staff of DCHS recognizes and acknowledges that families, including our international 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 student this coming school year.

Enrollment for the 2020-2021 school year is now open. Through collaborative efforts between the school finance committee, administration, and school board, tuition and fees for our next school year have been set. While we recognize any increase in tuition will impact our school families, such increases are necessary to maintain the quality of our academic programs, our teachers, and to ensure long-term viability.

Please read the re-enrollment information below carefully. Your student's re-enrollment process will be done in its entirety online via our FACTS Family Portal (formerly RenWeb) system.

Enrollment includes the stipulations that you and your student(s) will follow the guidelines outlined in the Parent/Student Handbook as well as the International Student Program guidelines at all times. These documents can be found on the school website.

Our goal is –and always has been- to provide the highest quality of education for your student. If you have any questions regarding your student's re-enrollment for 2020-2021, please feel free to contact the school office.

Sincerely in Christ,

Diocese of Lubbock Catholic High School Administration Team

**Beginning the re-enrollment process:**

To begin the re-enrollment process, sign into your parent account in the FACTS Family Portal (formerly RenWeb), click on the “Apply/Enroll” section on the left side of the screen and then click on the “Enrollment/Re-Enrollment” option and then the “Click here…” link to find your student’s re-enrollment packet. Families who do not have internet access or who need assistance with re-enrollment may contact the school to set up an appointment for assistance.

If you need assistance with the process, please contact our Admissions Coordinator, Becky King at [bking@ctkcathedralschool.org](mailto:bking@ctkcathedralschool.org).

**Re-enrollment Fees:** A non-refundable re-enrollment fee to DCHS as outlined below as well as a \$10.00 processing fee to FACTS is due at the time of this online re-enrollment.

**Re-enrolling international students:**

- \$50 per student (plus a \$10.00 processing fee to FACTS) until Saturday, March 20, 2020  
*(must be submitted prior to 11pm, CDT)*
- \$100 per student (plus a \$10.00 processing fee to FACTS) between March 17 – May 31, 2020  
*(must be submitted prior to 11pm, CDT)*
- \$250 per student (plus a \$10.00 processing fee to FACTS) as of June 1, 2020

---

	High School Tuition
Cost of Education	\$11,000
Home & School Assn. and Athletics Booster Club annual dues	\$ 70
International Student Fee*	\$1500
International Legacy Student Discount**	-\$1500
Annual Tuition	\$11,070

**\*International Student fee - \$1500 *due before May 15, 2020 and renewal of I-20***

**\*\*International Legacy Student Discount** – valid for those students currently enrolled in CTKC School as an 8<sup>th</sup> grader or Diocese of Lubbock Catholic High School for the 2019-2020 school year.

**\*\*\* PLEASE NOTE: *Enrollment at Diocese of Lubbock Catholic High School is an annual contract.*** To effectively plan for each school year, we hire faculty and staff as well as order classroom resources based on your commitment to return for the new school year. Due to the financial decisions that are made to operate the school for the entire school year, should you decide to withdraw your student before the school year ends, you will be responsible for any remaining tuition for the school year.

**Payment Options for Tuition & fees include:**

- **Payment for tuition & fees in full with cash or check at the school office prior to Friday, May 15, 2020 for a 3% discount on tuition & fees.**
- **Payment for tuition & fees in full in the school office no later than August 14, 2020.**
- **2 equal payments at the school due on 8/14/2020 and 12/11/2020. Payments for tuition and fees made on the semi-annual payment plan could be charged late fees up to 5% of balance owed.**

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