



Diocese of Lubbock Catholic High School

Spring 2020

Dear Future Diocese of Lubbock Catholic High School International 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.

Please read the application/ enrollment information below carefully. Your student's application/enrollment process will be done in its entirety online via our FACTS Family Portal 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 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 application/enrollment process:

New DCCHS families apply and enroll their student(s) via the FACTS Family Portal online system using a parent/guardian 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.

After you create an online account and complete the application process, you will receive an email with instructions for the second step of the process on how to complete your 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 Admissions Coordinator, Becky King at bking@ctkcathedralschool.org.

Enrollment Fees: A non-refundable enrollment fee to Diocese of Lubbock Catholic High School (DCCHS) as outlined below as well as a \$20.00 processing fee for each new student to RenWeb is collected at the time of online application.

NEW 8th - 12th grade international students:

- \$200 per student until May 31, 2020 (must be submitted prior to 11pm, CDT)
- \$250 per student 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
Annual Tuition	\$12,570

International Student fee - \$1500 *due before issuance of I-20

***** 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 attend. 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 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.***