

## REGISTRATION FEES

Returning families receive a discount for each student!	High School		Grades 4-8		Grades 1-3		Kindergarten	
	New	Rereg	New	Rereg	New	Rereg	New	Rereg
First Student (Oldest Child)	\$290	\$265	\$265	\$240	\$245	\$220	\$150	\$125
Additional Students	\$200	\$185	\$165	\$150	\$145	\$130	\$115	\$100
After 5 Students	You never pay for more than 5 students!							

## HOW TO REGISTER

- Fill out the enclosed registration form (one can also be downloaded from our website at [www.kolbe.org](http://www.kolbe.org)) and send it to Kolbe with payment per the payment plan options below. If registering for a half year or individual courses, the total annual fee is due upon registration. One quarter of the annual registration fee is non-refundable. **Kolbe Academy reserves the right to refuse or discontinue service at their discretion.**
- Forms of payment accepted include: cash, check, money order, Visa, MasterCard, and Discover.
- Families may choose one of two payment plans for the annual fee:
  1. *Plan A:* Payment in full upon registration. **If paying by check or money order, the annual fee must be PAID IN FULL at time of registration.**
  2. *Plan B: Does not apply to book orders.* Payment of one-fourth of the annual fee at the time of registration, with 3 additional installments due the 1st of the month, every other month beginning the month after the start of your school year. **You must authorize automatic payments** charged to your card when installments are due. **There is a \$5.00 per transaction (\$20.00 total) processing fee.** If registering for one semester or only one child for Kindergarten, plan B is not available. If you withdraw, you are liable for the full registration fees according to the Kolbe refund policy (see page 81 of the catalog). I have read, understand and approve the above information. **Plan B is not available if registering for half year, kindergarten only, or individual course(s)—the total annual fee is due upon registraion.**
- When calculating the annual fee, **students are counted from the oldest to the youngest.** For example, if enrolling four students, grades 10, 8, 3 and Kindergarten, the high schooler is assessed as oldest (\$290), the 8<sup>th</sup> grader next (\$165), then the 3<sup>rd</sup> grader (\$145), and the Kindergartener last (\$115), for a total of \$715.
- All registration fees must be paid in full before registering for the next school year.**
- Registrations are accepted **year-round**. Families choose when to start their school year.
- For registration purposes, a school year is a 12-month period. Re-registration is not automatic—families must fill out a registration form each year they wish to continue with Kolbe Academy.
- To register in the program for one semester of a school year, the fees are \$200 for grades 4-12 (grades 4-8 include the literature programs), \$145 for grades 1-3, and \$115 for kindergarten.
- We encourage families to take full advantage of all assistance available to them during the course of their school year: advisor advice, quarterly reporting, record keeping, etc. Full assistance registration does not require that a family use all the services available or curriculum materials provided. It does, however, obligate the family to payment of the annual fee regardless of the assistance a family has needed or requested.