



	EDUCATION POLICY MANUAL
Category:	STUDENTS
Policy:	501
Approved Date:	January 9, 1997
Revised Date:	January 14, 2008
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STUDENT ADMISSION: GENERAL

Policy

Priority will be given to Catholic students seeking admission to Catholic schools. Students of other faiths/denominations may be admitted on a limited basis, but not in such numbers as to impair the general Catholicity of the school. All students attending the Catholic School will be expected to participate in the educational program of the school including the religious instruction and liturgical celebrations.

Each local school council shall develop local procedures for admission and withdrawal that reflect the *Philosophy of Education for Catholic Schools in the Province of British Columbia*.

Reason for Policy

The Catholic Schools of the Diocese of Prince George were established to educate the Catholic students residing in the Diocese of Prince George. Due to limited enrolments in Catholic schools it is necessary to ensure that all Catholic parents have the opportunity to enroll their children in the school before consideration is given to children of other denominations.

Reference: Regulation 501 – Page 1 of 3
Family Statement of Commitment – Page 2 of 3
Tuition Deferral Request Form – Page 3 of 3

Philosophy of Education for Catholic Schools in the Province of British Columbia: Policy Statement by the Catholic Bishops of British Columbia.



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**STUDENT ADMISSION: GENERAL
REGULATIONS**

A. PROOF OF CATHOLICITY

The following must be presented at the time of registration:

1. Baptismal certificate (copy to be retained on file)
2. First Communion and Confirmation certificates (where applicable)

B. ADMISSION

ADMISSION POLICY TO CATHOLIC INDEPENDENT SCHOOLS in the Diocese of Prince George.

All schools must have a process for admitting students. As part of this process the Principal and, when practical, the Pastor shall meet with each new family. From the interview and the information available to them the Principal and if necessary in consultation with the Pastor and/or School Council will decide if the school can provide a program that meets the needs of the student and if the family and student can meet the requirements of the school. In those cases when it is decided to accept the student, the family shall read and sign the Family Statement of Commitment prior to being accepted into the school. Such families will be accepted according to the established priorities.

1. PRIORITIES FOR ADMITTANCE INTO CATHOLIC INDEPENDENT SCHOOLS DIOCESE OF PRINCE GEORGE SCHOOLS

For purposes of this policy, "practicing Catholics" shall mean those individuals who are registered in a parish and attend Sunday Mass regularly.

- 1.1 Students presently enrolled in the school.
- 1.2 Students whose families are practicing Catholics and siblings of children already in the school.
- 1.3 Students whose families are not practicing Catholics but accept the goals and philosophy of the school. Once accepted into the school, non-Catholics need meet only the criteria expected of other students to be re-admitted in subsequent years.
- 1.4 Class size limits are set by individual schools.

C. PARTICIPATION

Once a student has been admitted to the school, as active school community members, parents will be required to participate in the various activities of the school, including fundraising.

D. FINANCIAL ASSISTANCE

If a family is experiencing financial hardship, they should contact the Principal. The School Council, in consultation with the Principal will determine the amount of financial assistance, if any, is available to help them meet their tuition payments. Parents will be required to complete the Tuition Deferral Request Form.

**CATHOLIC INDEPENDENT SCHOOLS
DIOCESE OF PRINCE GEORGE**

FAMILY STATEMENT OF COMMITMENT

“Motivated by a Christ-centered vision of humanity and human history, our school promotes the formation of the whole person. Such formation embraces not only intellectual, but also physical, emotional, moral and spiritual dimensions of human growth. Intellect, emotions, creative ability and cultural heritage have a place in the life of the school. Human knowledge and skills are recognized as precious in themselves, but find their deepest meaning in God’s plan for creation.” From PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF BC by Catholic Bishops of BC.

Partners (home, school, parish) in Catholic Education must work together to provide an environment where faith and learning go hand in hand leading the young people to be the best they can be.

The following statements support the goals and philosophy of our Catholic school and need to be accepted and supported by all members of the community. Read them carefully. They ask you to make a commitment to the values and ideals of our school community. If you have any questions or concerns regarding this commitment form, please bring them to the Principal or Pastor who will gladly discuss them with you.

By returning the signed statement with your completed application, you accept the responsibility of this commitment.

1. All students are required to participate in our Religious Education curricular and co-curricular programs including liturgical celebrations, retreats, prayers, etc.
2. Parents/Guardians are expected to support the Religious Education Program and participate in it as required.
3. Regular school attendance and full participation in all aspects of the academic program of the school are required of every student. Each student is expected to strive toward the development of his/her full academic potential. Parents are expected to support the academic program as required.
4. Each family is expected to support and participate in the fund-raising activities of the school.
5. Each student is expected to know and follow school policies on behaviour.
6. Parents/Guardians are expected to know and support school policy and procedures.
7. Parents/Guardians are expected to attend parent orientation sessions including report card distribution, etc.
8. Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies, and other school activities.
9. If any of these conditions are not met, the school reserves the right to: refuse admission, or remove the student from the school.

Please sign both copies. Keep one and return the other with your application.

I have read and understand the above expectations and commitments and I hereby accept them as stated.

Family Name (Please Print)

**Parent/Guardian
Signature:** _____

Date: _____



TUITION DEFERRAL REQUEST FORM

_____ (Name of School)

Date: _____

Student Names : _____

Parent/Guardian Name: _____

Address: _____ Postal Code: _____

Telephone Number (Home): _____ Work: _____

Parent/Guardian (Spouse's) Name: _____

Address: _____ Postal Code: _____

Telephone Number (Home): _____ Work: _____

Amount you are able to Pay Each Month: \$ _____

Reason (s) For Request:

If possible, date on which we can expect a return to full tuition payments: _____

Parent/Guardian Signature

Parent/Guardian Name (Please Print)

Thank you for taking the time to inform us about your financial situation. Your request will be taken to the next School Council Meeting and will be discussed in confidence. The Council's decision will be communicated to you as soon as possible. As you are well aware, our school relies heavily on tuition in order to provide complete services to our students. If your finances change in anyway, please make it a priority to let us know, so we can review your situation.