



HOLY TRINITY

LUTHERAN SCHOOL

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A member congregation of the Evangelical
Lutheran Synod (ELS), in fellowship with the
Wisconsin Evangelical Lutheran Synod (WELS).

Enrollment Packet 2022-2023 School Year 5K – Grade 5

February 4, 2022

Greetings from Holy Trinity,

Once again, it is the time of year when we start getting ready for our next school year. This packet contains the necessary enrollment forms. **To register your child, please submit the applicable forms, along with the enrollment fee.**

We look forward to serving you with outstanding, Christ-centered, and student-focused education in the next school year.

Enrollment Checklist:

- Application for Enrollment
- Health and Emergency Contact Information
- Tuition Payment Plan
- Tuition Express Form (Optional)
- Enrollment Fee (check one):
 - \$50 (child)
 - \$75 (family)

make check payable to Holy Trinity Lutheran



I. STUDENT INFORMATION

STUDENT'S NAME _____
First Middle Last

Student's Gender: MALE FEMALE Student's DATE OF BIRTH ____/____/____

2022-2023 Grade Level: 5K Grade 1 Grade 2 Grade 3 Grade 4 Grade 5

HOME PHONE: _____ HOME EMAIL ADDRESS: _____

COUNTY OF RESIDENCE: _____ SCHOOL DISTRICT OF RESIDENCE: _____

HOME ADDRESS: _____

CITY _____ STATE _____ ZIP _____

ETHNICITY (Check only one) Required by U.S. Department of Education

- Hispanic or Latino White Black or African American
- Asian Native Hawaiian or Pacific Islander American Indian or Alaska Native
- Two or more races, not of Hispanic or Latino origin

PREVIOUS SCHOOL ATTENDED _____
School Name City State

II. RELIGIOUS INFORMATION

STUDENT'S CHURCH _____
Church Name City, State Affiliation or Demomination

IS STUDENT BAPTIZED? YES NO BAPTISM DATE _____

Holy Trinity Application for Enrollment

2022-2023 School Year

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IV. MOTHER/GUARDIAN INFORMATION			V. FATHER/GUARDIAN INFORMATION		
Mother's/Guardian's Name (First, Last)			Father's/Guardian's Name: (First, Last)		
Home Address			Home Address		
City	State	Zip	City	State	Zip
Phone Number:			Phone Number:		
Email Address:			Email Address:		
Workplace:			Workplace:		
Work Phone Number:			Work Phone Number:		
Church Name:			Church Name:		
Church Affiliation or Denomination:			Church Affiliation or Denomination:		



STUDENT'S NAME _____ Grade _____

IF THE PARENTS CANNOT BE REACHED, WHOM SHOULD THE SCHOOL CONTACT TO AUTHORIZE TREATMENT DURING THE DAY IN CASE OF AN EMERGENCY?

NAME _____ **RELATIONSHIP** _____

PHONE NUMBER(S) _____
(Include Area Code)

DOES THIS STUDENT HAVE ANY KNOWN ALLERGIES?

Also include medication allergy:

- 1. _____ Reaction is: _____
- 2. _____ Reaction is: _____
- 3. _____ Reaction is: _____

Has food/plant/animal allergy to:

- 1. _____ Reaction is: _____
- 2. _____ Reaction is: _____
- 3. _____ Reaction is: _____

DOES THIS CHILD HAVE ASTHMA? YES NO

DOES THE STUDENT TAKE ANY MEDICATION ON A DAILY BASIS? YES NO

If yes, please list: _____

IN CASE OF AN EMERGENCY WE WILL FOLLOW THE STEPS BELOW:

- 1. PARENTS WILL BE NOTIFIED.
- 2. IF PARENTS ARE NOT AVAILABLE, THE LISTED CONTACT PERSON WILL BE CALLED. IF NECESSARY, THE STUDENT WILL BE TRANSPORTED TO OCONOMOWOC MEMORIAL HOSPITAL.

IF YOU WOULD LIKE US TO FOLLOW A DIFFERENT PROCEDURE, PLEASE STATE THAT HERE:



I. PAYMENT AMOUNT

Holy Trinity Lutheran Church places a high emphasis on Christian education. The school is the largest piece of the church's budget. Please keep in mind that the actual cost to educate children at Holy Trinity Lutheran School is \$6,000 per student. The church members happily give a generous portion of their offerings to support the budget of our school so children can learn about our Savior, and so **Holy Trinity tuition is simply \$1,000 per child.**

Student Name _____ Grade Level _____ Tuition Amount: \$ _____

Student Name _____ Grade Level _____ Tuition Amount: \$ _____

Student Name _____ Grade Level _____ Tuition Amount: \$ _____

I would like to donate an additional amount toward the actual cost of my child's tuition. Additional donation: \$ _____

Total Amount Due: \$ _____

II. PAYMENT PROCESSING

Tuition payments can be made by check, or online by credit card/bank transfer through Tuition Express. Please fill out the attached Tuition Express form to set up an account.

II. PAYMENT SCHEDULE

Families will receive a tuition statement via email at the beginning of the month or quarter. The first tuition statement will be emailed by July 15th, 2022. All payments are due in advance of the next month or quarter. The statement will show the date and the amount due for each child.

5K-Grade 5 Student Payment Plan (Check one box):

<input type="checkbox"/> Annual Due July 31, 2022	<input type="checkbox"/> Quarterly - (4) equal payments Due end of the month in July, October, January, and April.	<input type="checkbox"/> Monthly - (10) equal payments Due end of the month July through April.
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III. PARENT/GUARDIAN TUITION PAYMENT AGREEMENT AND SIGNATURE

I agree to pay the tuition owed according to the payment plan I have indicated above. A late fee of \$25 for quarterly payments and \$8.25 for monthly payments will automatically be assessed for each child's payment that is late. There is no grace period. If payments are mailed, the postmark date will be recorded as the payment date.

PARENT/GUARDIAN SIGNATURE _____ DATE _____



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

SECTION B (Bank Account)

Your Name	Phone #			
Address	City State Zip			
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	

Authorized Signature	Date
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For Official Use Only

Date Received
Employee Signature





*Convenient and Safe
On-time Payments*



PARENT FAQs

We are excited to offer automatic payments through Tuition Express. It is no longer necessary for you to write a check for tuition and fees. Your bank or credit card account will be safely and securely debited by Tuition Express. You can be emailed a receipt for each transaction. It's easy to sign-up – just ask us.

Frequently Asked Questions

When I pay my tuition automatically, how secure is my account information?

Very secure – more secure than when you write checks. The checks you write every day have your name, address, phone number, and sometimes your driver's license number on them. With this information, criminals have all they need to access your account or worse, steal your identity. Automatic payments greatly reduce this potential problem by limiting the amount of information available and who has access to it. Tuition Express also incorporates additional security procedures, utilizing 128 bit encryption.

What if the childcare center makes a mistake and takes out too much money?

Report the error to your childcare center immediately – it was most likely an honest mistake. The childcare center will then adjust your account accordingly.

What if my childcare center and I disagree about a payment?

If you feel that the payment should not have been made, you have the right to dispute the charge. Contact your bank or credit card company. Tuition Express and your childcare provider will work closely to resolve the issue in a timely manner.

Does this form of payment give the childcare center access to my account?

Nobody at the childcare center has access to your account. When you sign up for Tuition Express, you only authorize your bank or credit card company to release the exact amount owed to your provider when it is due and payable.

How will I know when a payment was taken out of my account?

Your childcare expenses will be taken out of your account on a schedule that you and the childcare center agree upon. Your childcare center has the ability to print statements for your records prior to the withdrawal of any money. Additionally, the charges will show up on your monthly statement as "Tuition Express".

When I sign up for Tuition Express, how will this help my childcare provider?

Your childcare provider has chosen to offer Automatic Payments for several reasons. First, it will give you the convenience of not having to write a check every time tuition and fees are due. Second, it allows regular scheduling of your payments. Most importantly, Automatic Payments reduce the amount of time your childcare center spends on management activities, giving staff more time to spend with the children.

How do I get started?

Simply complete the "Payment Authorization" form and return it to your childcare provider. They will do the rest! For more information on automatic payments, visit www.directpayment.org. This is an excellent resource explaining the system and its benefits.

Where can I learn more?

For more information on the benefits of Tuition Express, please visit us at www.tuitionexpress.com.