

KAUA'I PACIFIC SCHOOL GENERAL INFORMATION

WELCOME TO KAUA'I PACIFIC SCHOOL! WE HOPE THAT THE INFORMATION PROVIDED IN THIS DOCUMENT PROVIDES YOU WITH A GOOD IDEA OF WHAT IS EXPECTED DURING THE ADMISSIONS AND ENROLLMENT PROCESS FOR ALL FAMILIES. PLEASE CONTACT OUR OFFICE at 828-1144 SHOULD YOU HAVE ANY QUESTIONS!

APPLICATION PROCESS: Continuing students must submit a reenrollment application every year. The following forms must be on file before NEW students can be interviewed and accepted:

- Completed application form
- Non-refundable \$75 application fee
- Recent photo of the student
- Teacher Reference Form (2)
- School Records/Standardized Test Results (past 2 years)
- Parent Questionnaire
- Student Essay (Grades 3-6 only)
- Interview with Principal
- Current/Physical examination
- T.B. clearance test
- Immunization record or religious exemption waiver.

ENROLLMENT FEE: The \$300 non-refundable enrollment fee is due within 15 days after students are accepted, upon enrollment.

2011-2012 TUITION RATES:

Pre-K: \$7,000

K-8: \$10,100

We offer a 5% discount for each younger sibling when enrolling two (2) or more students

Tuition does not include school pictures, yearbook, field trips, certain extra-curricular activities or elective course materials.

WITHDRAWALS OR LATE ENROLLEES: Because it is often not possible to enroll another student and our costs are fixed with regards to payroll and operating, families who withdraw during the school year will still be responsible for tuition for the entire school year. Students who enroll in Kaua'i Pacific School after the first day of school will be charged for the current trimester and subsequent trimesters.

METHODS OF PAYMENT:

- **Annual** tuition payments are due by **August 1, 2011**.
- **Semi-annual** tuition payments are due **August 1, 2011** and **December 1, 2011**.
- **Monthly** payment plan is available. Tuition is to be paid on a 10-month basis.
- **All Payments are to be made through** FACTS Management and additional fees may apply.
FACTS forms must be completed on line no later than June 1, 2011.

FACTS LATE FEE: A late fee will be assessed by FACTS for insufficient funds, unless KPS is notified a minimum of 5 business days prior to due date. Payment may be postponed by 15 days.

TUITION ASSISTANCE: Families who seek tuition assistance must indicate so on the admission application. Tuition Assistance awards range up to 50% of tuition. Every year, parents/guardians are required to complete and/or submit the following forms by **March 30, 2011**.

- [Facts Tuition and Grant Aid Application](https://www.factstuitionaid.com/facts/gaindex) which is available online at <https://www.factstuitionaid.com/facts/gaindex>
- KPS Tuition Assistance Questionnaire
- A copy of the family's 2010 federal and state tax returns (no exceptions)

Tuition assistance awards are considered and determined once a student is accepted and enrolled or re-enrolled in Kaua'i Pacific School. Families must pay the enrollment fee even if applying for tuition assistance. If tuition assistance is not approved and you choose not to enroll your child, your enrollment fee will be refunded. If a student or family is on tuition assistance, no other discounts (such as sibling or early payment) apply. Applicants will be notified by mail no later than **May 15, 2011**. Current families are given first consideration for tuition assistance but all families are encouraged to apply. Families that do not file taxes are not eligible for tuition assistance.

PARENT PARTICIPATION: Every Kaua'i Pacific family is expected to participate in a minimum of 10 hours of school related activities. Volunteer forms are sent out at the beginning of the year and opportunities are published regularly in the WAYS YOU CAN HELP section of our newsletter.

SCHOOL TIMES: The school day currently begins at 8:15 a.m. and ends at 2:45 p.m. daily, with the exception of Wednesdays, when early dismissal is at 2:00 p.m.

SCHOOL HANDBOOK: The Handbook is published and distributed to all families in August, along with a student/parent directory. We encourage all families to carefully read and discuss the contents of the Handbook, including dress code, school rules and discipline policy with your child/young adult. This Handbook is also available in the main office and on the school portal (RENWEB) for your perusal at any time.

WORK TRADES: At times, we are able to offer a work trade for a service that the school requires on an ongoing basis. Areas for work trade include landscaping, janitorial work, office support for the head of school and accounting. If you are interested in a work trade, please contact the head of school directly.