



OUR LADY OF GUADALUPE CATHOLIC SCHOOL

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2025-2026 Registration Policy

Registration

The registration process is complete when the school has received:

- Completed Student Enrollment Contract in Finals site
- Registration fees paid in Finals site
 - \$350 per student – Kindergarten – 8th grade
 - \$250 per student – Preschool/Pre-K
- Records: Updated [Certificate of Immunization Status \(CIS\)](#), health forms, and birth certificates
- All tuition and fees are current

All Registration fees are non-refundable

Tuition

The School Administration under advice and consultation of the School Commission is responsible for setting up the non-refundable registration fees as well as tuition rates. Our school offers three (3) tuition payment options:

- **Annual*** – 1 payment (August 5th)
- **Semi-Annual*** – 2 equal payments (July and January 5th)
- **Monthly** - 12 equal payments (The 5th day of every month July through June)

* Families who pay full tuition annually by July 5, 2025 will be discounted \$200 per family. Families who pay full tuition semi-annual by January 5, 2026 will be discounted \$100 per family. This discount only applies to families who pay full tuition (no tuition assistance).

Tuition and incidental payments are made through Finals site (https://guadalupe-school.fsenrollment.com/users/sign_in) - enrollment fee applies. Late fees will be applied if the account is not current. Families that are experiencing financial difficulties should contact the principal immediately.

In-Parish Tuition (optional)

Families of K-8 students register under one of two categories: in-parish or out-of-parish. To qualify for the "in-parish" discount each school year, a family must be *verified* by the parish office. *Each enrollment year*, (at contract signing) you must submit the OLG In-Parish Tuition Verification request (<https://olgseattle.org/olg-in-parish-tuition-request>) to declare your intent. For "in-parish" status you will be asked to verify the following criteria:

- Families must be a **registered** household at Our Lady of Guadalupe Parish for at least 6 months prior to the start of the first day of school.
- Families must commit to the parish **annual stewardship** of treasure pledge its fulfillment. Minimum contribution is \$75/month. Pledge renewal campaign takes place in October each year.
- Families must participate in the **Annual Catholic Appeal** which begins in May.
- Families must help and participate in the **spirit and social life** of the parish. We encourage volunteer hours to include 5 hours supporting parish ministries and activities.

Submit 2025-2026 request for In-Parish Tuition:

<https://olgseattle.org/olg-in-parish-tuition-request>

The school will regularly check status with the parish throughout the year, and families who do not fulfill the requirements will be billed at the out-of-parish rate.

2025-2026 Academic Year Tuition

Kindergarten – 8th Grade

Out-of-Parish Tuition

No. of Children	Annual Tuition*	12 Monthly payments
1	\$12,966	\$1,080
2	\$24,932	\$2,072
3	\$36,148	\$2,998

In-Parish Tuition

No. Of Children	Annual Tuition*	12 Monthly payments
1	\$11,566	\$963
2	\$22,132	\$1,956
3	\$31,948	\$2,881

Early Learning Center (ELC): Preschool and Pre-K:

ELC rates are set separately from grades K-8, therefore sibling discounts/tuition assistance does not apply to Preschool/Pre-K.

	Annual Tuition*	12 Monthly payments
Full Day (8am – 3pm)	\$12,520	\$1,043
Half Day AM (8am – Noon)	\$7,012	\$584

Withdrawal Policy

Our Lady of Guadalupe School contracts with faculty and staff and incurs financial obligations for the entire school year. In order for OLG to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the contract in full.

In order to be released from tuition payment obligations, the parent/guardian must:

1. Advise the principal in writing, and an exit interview will be scheduled.
2. All financial obligations must be met before a student's records will be released.
3. Student's records will be sent at the request of the new student's school.

Registration fees are non-refundable under any circumstances. In the event that a student withdraws mid-year, tuition paid or due will not be refunded. Tuition is due through the end of the month that a student is in attendance. For all withdrawals after the start of the school year, 50% of the remaining annual tuition balance will remain required, and can be divided up into monthly payments, or paid at once, unless otherwise determined by principal. If an enrolled student fails to start school in September, parent is released from the enrollment contract, but any tuition payments for the preceding months will be forfeited.

Extenuating circumstances regarding the withdrawal of a student will be considered on a case-by-case basis, but does not guarantee a release from contract or financial obligation.

The school reserves the right, if any tuition is past due, to remove the student(s) from the school. The school has the right to refuse re-enrollment for the following school year until financial commitments have been met.

Other Commitment Requirements

Fundraising Commitments

Ensure the success of our school community by participating in our Annual School Fund (<https://www.guadalupe-school.org/fundraising/olg-annual-fund/>). Your contributions are vital to bridging the financial gap between tuition and educational costs. Achieving 100% participation not only demonstrates our community's unity but also strengthens our eligibility for grants and public funding. Your contributions complement the Parish subsidy and Parent Organization fundraisers, amplifying our collective impact. All school families are expected to participate to the level they are able.

Auction Procurement Requirements

Each family is required to procure an auction donation item/service/sponsorship valued at a minimum of \$200 *retail* OR provide a \$200 cash donation (<https://guadalupe-school.ejoinme.org/2026cashdonation>). All cash donations or intent to donate an item/service/sponsorship are due December 1, 2025. Auction Procurement Requirement Overview (<https://www.guadalupe-school.org/auction-procurement/>)

Commitment Hours Requirements

From June 1, 2025 through May 30, 2026, the requirements for commitment hours, or volunteer time to our school and/or parish are:

- Returning families – 50 hours
- New families Grades K-8th – 40 hours
- Preschool/Pre-K – 20 hours

Unmet hours will be charged at the rate of \$50 per hour. More on our web site: <https://www.guadalupe-school.org/volunteers/>

Safe Environment / VIRTUS Training

All parents/guardians are required to complete the Archdiocese Safe Environment Training. Since all families are required to complete volunteer hours, training must be kept up-to-date to volunteer. Please go to VirtusOnline.org to register and complete the training, or to check your status to stay in compliance. Please allow a few weeks for verification and to be cleared to volunteer. Safe Environment Program (<https://www.guadalupe-school.org/safe-environment-training/>)

Optional Programs

Financial Aid or Tuition Assistance

Catholic education is an investment in your child's future. All K-8 families are eligible to be **considered** for need-based tuition assistance, and must meet requirements, deadlines and criteria outlined below and in FACTS. **Tuition assistance is not guaranteed**, however limited funds are available to help make education more accessible for families who need the additional financial support.

Along with Fulcrum Foundation, OLG School may provide assistance to K-8 families who submit completed tuition assistance applications by December 31, 2024. (Applications are open Oct 1 to late December for assistance in the following school year). Limited assistance may be available for newly enrolling K-8 students who apply for tuition assistance and enroll prior to May 1. For families applying after May 1, no tuition assistance will be available. More about tuition assistance (<https://www.guadalupe-school.org/facts/>)

Requirements to maintain tuition assistance:

- Your tuition assistance application needs to be submitted on time each year by Dec 31
 - Your financial account must remain in good standing
 - Your family's required volunteer hours should be on track to fulfill the minimum requirements
 - Your child may be asked to write a thank you message to donors
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Extended Day Care (EDC) (Grades K-8)

Explanation of Rates

- Registration Fee – Each family (K-8) shall pay an annual \$30 registration fee to use this program.
- Rate is \$8.50 per hour per child, minimum 1 hour charge.
- EDC is open from 7:00 AM to 6:00 PM. EDC will follow the schedule for late start if we have inclement weather.
- Invoices will be created by the end of the month reflecting the prior month's balance.
- Late Pick-up – A fee of \$1 per one (1) minute after 6:00 PM will be added to your monthly statement.
- Failure to pay these fees will result in your child being denied care until payment is made.

EDC Program (<https://www.guadalupe-school.org/programs/extended-day-care/>)

Early Learning Center (ELC) Aftercare (Preschool/Pre-K)

Explanation of Rates

- \$200 per month per child for after school care.
- After care is open 3:00-6:00 PM. Other schedule options are at the discretion of the ELC Director (jmcclelland@guadalupe-school.org).
- Invoices will be created by the end of the month reflecting the prior month's balance.

ELC Aftercare Program (<https://tinyurl.com/ELCaftercare/>)

Band

Band is an elective program for 5th-8th grade. The annual cost per student is \$160 or \$20 monthly for eight months. Fees will not be prorated, unless approved by the school principal. (<https://www.guadalupe-school.org/classes/band/>)

Photo Authorization

Per Archdiocesan policy, photos/videos of four or more students are permitted without a release form and can be used on media without first and last names. Media Authorization Details (<https://www.guadalupe-school.org/portraits-class-photos/>)

School Directory and Emergency Notification System

Parent contact information will be used in the School Directory, for communications and for our emergency notification systems.