



REGISTRATION PROCEDURES for 2016-17

Dear Parents,

As Parents of a new student, please allow me to review our registration process. Below are step-by-step details that should help you plan for the future. If you have any questions, please feel free to contact the school at 304-233-3850.

STEP 1: All current students and new students must register for the 2016-17 school year during the scheduled Registration Day on February 23, 2016, between noon and 6:00 p.m. *Incoming Freshmen and transfer students will have the option of registering following our Open House on February 17, 2016.* All forms discussed below can be found on the B.D.H.S. website(www.bishopdonahue.org) under "Registration 2016-17."

STEP 2: On or before February 23, 2016, students must submit their annual application form and emergency medical form. These forms are available on the school website at www.bishopdonahue.org. Please have the forms completed prior to registration.

STEP 3: On or before February 23, 2016, students must submit a \$400 deposit for the 2016-17 school year. The \$400 payment will be credited to your 2016-17 tuition balance. Please make checks payable to Bishop Donahue High School.

STEP 4: On or before February 23, 2016, students must submit their tuition contract for the 2016-17 school year. You may choose from the following payment options:

I. Full tuition payment to BDHS by July 31, 2016. Families selecting this option will receive a 3% tuition discount. *Credit cards may be used for this payment.*

II. Payment of half of the tuition directly to BDHS by July 31, 2016, and the second half of the tuition to BDHS by December 2, 2016. *Credit cards may be used for this payment.*

III. Monthly payments through the FACTS TUITION MANAGEMENT PROGRAM. The FACTS plan allows you to begin monthly payments (on the 5th or 20th of the month) through automatic withdrawal from your checking or savings account. The first payment is due in August 2016. Please complete the online enrollment by July 1, 2016 to ensure your August payment. To enroll online, visit the BDHS website www.bishopdonahue.org.

The 2016-17 tuition contract is available on the school website at www.bishopdonahue.org.

STEP 5: All Catholic students should apply for TAP (Tuition Assistance Program) through the Diocese. The Phase I deadline is April 30, 2016. The Phase II and final deadline to apply is August 15, 2016. ***Priority is given to those who register for Phase I.*** The Diocese of Wheeling-Charleston will notify those who have applied for TAP of their financial award status once the form is processed. If you have questions regarding TAP, please call LeAnn Harris at 304-233-1660 (ext. 305). TAP enrollment must be completed online. To enroll, visit the B.D.H.S. website (www.bishopdonahue.org) under Registration 2016-17.

STEP 6: All students attending BDHS in 2016-17 can apply for scholarships and are encouraged to do so. All scholarship applications must be returned to BDHS no later than August 1, 2016. Scholarship applications can be found on the school website.

*The only additional fee that families must pay is the annual \$225.00 technology fee which is due by July 15, 2016 (fee breakdown below). For the 2016-17 school year, Bishop Donahue will be providing all students with an iPad and specific educational and productivity apps for the iPad. Miscellaneous fees will include increased bandwidth, printers, toner and iPad classroom accessories. *The protective case **will not** be included and must be purchased by the parent.*

ANNUAL FEE BREAKDOWN

Cost of the iPad divided over a 4 year period (Each iPad as of 2015 cost \$579).....	\$145
Educational and productivity apps needed annually.....	\$70
Miscellaneous iPad fee (bandwidth, printers, toner, printers, accessories, etc.).....	\$10
TOTAL PRICE (Individual student annual technology fee).....	\$225

***The annual technology fee is due by July 15th each school year.**

***At the conclusion of four years of high school, the family will own the iPad.**

* B.D.H.S. is also attempting to increase the number of Foreign Exchange students who wish to attend our school. These students and their life experiences present a new world to our students and make all our lives richer. *To encourage you to welcome a student in your home, we are offering B.D.H.S. families who host a Foreign Exchange Student a \$500 per semester tuition discount for their son or daughter. The savings to you for housing a student for the 2016-17 school year could be \$1,000 dollars.* Exchange students pay for their own tuition and often help with incidental expenses. Please notify the school office if you would like to host a Foreign Exchange student.

I hope that these steps clearly explain our registration procedures. If you have questions, please feel free to contact me at 304-233-3850. I look forward to seeing you soon.

Sincerely,

Thomas C. Wise
Principal

A student is not considered registered for the 2016-17 school year unless steps 2, 3 and 4 above have been fulfilled. Due to insurance issues, failure to complete these mandatory registration steps will result in the loss of student athletic and extracurricular privileges for 2016-17, including summer programs.