



February 11, 2016

Dear Parents,

To help us plan for the future, we will hold our 2016-17 REGISTRATION DAY on February 23, 2016. We request that all students enrolling for next year attend the registration. Parents and students can register at B.D.H.S. anytime between noon and 6:00 p.m. Please follow the schedule below to register your son or daughter for the 2016-17 school year. *Parents of currently enrolled students have the option of attending the registration day or sending in the necessary payment and forms with their son or daughter.*

REGISTRATION STEPS and PROCEDURES

STEP 1: Registration for all current students and new students for the 2016-17 school year will be held February 23, 2016. *Incoming freshmen and transfer students will have the option of registering at 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 beginning in February 2016.

STEP 2: On or before February 23, 2016, all students must submit their annual application form and emergency medical form. These forms are available on the school website at (www.bishopdonahue.org) under Registration 2016-17. Please have the forms completed prior to registration.

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

STEP 4: On or before February 23, 2016, the parents of any student(s) attending B.D.H.S. in 2016-17 must submit their tuition contract for the 2016-17 school year. You may choose from the following payment options:

- I. *Full tuition payment to B.D.H.S. 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 B.D.H.S. by July 31, 2016, and the second half of the tuition to B.D.H.S. 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 FACTS online enrollment by July 1, 2016 to ensure your August payment. To enroll online, visit the B.D.H.S. website (www.bishopdonahue.org) under Registration 2016-17.

*The 2016-17 tuition contract is available on the school website.

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 TAP.** 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 online, visit the B.D.H.S. website (www.bishopdonahue.org) under Registration 2016-17.

STEP 6: All B.D.H.S. students can apply for scholarships and are encouraged to do so. In 2015-16, \$70,000 was awarded to students. All scholarship applications must be returned to B.D.H.S. no later than August 1, 2016. Scholarship applications can be found on the school website.

* 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 what will be asked for on registration day. If you have questions, please feel free to contact me at 304-233-3850. I look forward to seeing you on February 23rd.

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.