



MOTHER TERESA

OF CALCUTTA CATHOLIC SCHOOL

Friday, November 22, 2019

Re-Enrollment Instructions for the 2020-2021 School Year

Dear MTC Parents and Guardians,

Thank you for the confidence and support you have demonstrated to Mother Teresa of Calcutta Catholic School (MTC). MTC is strongly committed to continuous improvements which supports and enhances the educational experiences for all students. We employ a rigorous curriculum that sets high expectations while continuing to live our mission statement: *Inspired by Mother Teresa of Calcutta and rooted in the Catholic faith, our mission is to develop young people who strive for academic excellence, respect the dignity of each individual and foster service to others.*

The re-enrollment process for current students has started and will remain open until Friday, January 31st. Unfortunately, at this time we are unable to inform you of the 2020-2021 tuition rates. The Office of Catholic Schools and Centers will be providing us with tuition and financial aid information at a later date. Once we receive that information, we will pass it along to you via email and publish it on our website. At that time, if you cannot afford the new tuition rate, the school will refund your re-enrollment payment within 10 days of when the 2020-2021 rates are published.

This year, we are implementing a change in the collection of fees for re-enrollment, books, curriculum and technology. We have decided to split the re-enrollment fees so families do not have a large amount due at one time right after the Christmas holidays. The fee schedule will be:

- \$300 re-enrollment fee (non-refundable and non-transferable) due January 31, 2020.
- \$300 books, curriculum and technology fee will be rolled into your tuition plan for the 2020-2021 school year. It will no longer be listed as a separate fee but it will be added to the tuition rate for 2020-2021.

To ensure enrollment for your child(ren), it is important that you take about 15 minutes to submit our online re-enrollment packet and pay the \$300 re-enrollment fee for each of your children by Friday, January 31st. After January 31st, MTC cannot hold any spaces for current families without payment and a completed re-enrollment packet for each child. Open enrollment for new families will begin February 3rd.

In the re-enrollment packet, you will have the option to choose your tuition payment plan for the 2020-2021 school year. The tuition payment plans are:

- Pay in full by May 26, 2020 for a 3% tuition discount. If you choose to pay in full, the school cannot change your payment option to a 10 or 12 month plan after the funds have been withdrawn. *Please review your choices carefully before making a payment plan selection.*
- Ten monthly payments made by the 1st or 15th of each month through FACTS; August – May.
- Twelve monthly payments made by the 1st or 15th of each month through FACTS; June – May.
- If you receive a scholarship, *choose the 10-month payment plan.*

Steps to Re-enrollment

- Using a PC or laptop, login to your ParentsWeb account <https://mth-fl.client.renweb.com/pw/> If you do not know your username and password, please contact Mrs. Miller at lmiller@mtctampa.org
- Click: “Apply/Enroll” button
- Click: “Enrollment/Reenrollment” button
 - If you're using a mac, the pop-up blocker may prevent the window that has the enrollment packet from opening. To fix this, there is a button on the address bar next to the refresh button that you can click to disable the pop-up blocker.
- Click: “Start Enrollment Packet” button
- On the Online Enrollment Welcome page:
 - Click the “Save” button located in the blue bar at the bottom of the page.
 - You are now in the “Enrollee Information” section. Review your information to make sure it is correct. Make any necessary changes.
 - Click the “Save & Next” button located in the blue bar.
 - Continue the same process for each of the remaining pages.
 - In the Facts section, choose a payment plan for your 2020-2021 tuition. See payment options above.
 - After you review and authorize your payment plan in FACTS, return to ParentsWeb to submit the enrollment packet and \$300 re-enrollment fee for your child.
 - Once you're back in ParentsWeb, click on the Enrollment Packet Review page.
 - Click the “Complete Review and Submit Enrollment Packet” button and pay” the \$300 re-enrollment fee. If you do not see an option to pay, one of the pages in the enrollment packet is missing information. A green arrow will appear on each page to let you know that the page is complete.

Once the payment and packet are submitted, you will receive a confirmation email. (please check your spam folder if you do not see it in your inbox). If you did not receive the confirmation email and the funds are not taken out of your bank account, the re-enrollment for your child has not been submitted.

The re-enrollment fee is non-refundable and non-transferable. This fee secures a spot for your child at our school for the following year. Payment indicates a commitment from your family to our school. Re-enrollment payments must be made online. They cannot be dropped off at the office.

Thank you for re-enrolling your child(ren). We look forward to another wonderful year with your family!

Grades K-7, If you are not returning to MTC, please follow these steps:

- Login to your RenWeb parent account <https://mth-fl.client.renweb.com/pw/> If you do not know your username and password, please contact Mrs. Miller at lmiller@mtctampa.org
- Click: “Apply/Enroll” button.
- Click: “Enrollment/Re-enrollment” button.
- Under Packet Status, click on “Do Not Enroll.”
- Contact Mrs. DeMicheli to request records for your future school.

If you have questions, please feel free to email Mrs. DeMicheli at enrollment@mtctampa.org or call me at 813-933-4750 ext. 105.

Sincerely,

Mrs. Veronica DeMicheli
Director of Admissions