



Dear Returning PVCP Parents,

Thank you for your support and involvement in making PVCP such a wonderful school. It is a pleasure to serve along side of you in this community of spiritual nurturing and educational excellence. We affirm our partnership and commitment for the glory of God to be the high school and college preparatory of choice.

The tuition schedule reflects a moderate increase to partially cover the ever-increasing costs to our benefit compensation package for faculty and staff. Unfortunately, it does not include a cost of living increase for the first time in my history with the school. However, the board is committed to revisiting salaries if revenue increases as a result of an upward trend in enrollment. Please help us get the word out to prospective families.

Due to the current economic climate and our desire to be fiscally sound in our enrollment planning, we have moved our re-enrollment period to the month of January. **Families that re-enroll in January will receive a \$25 discount per student off the usual re-enrollment fee. We will begin open enrollment the first Monday in February for new families. Siblings are provided priority, so if registering a new family member please submit new enrollment forms for the sibling at the same time as re-enrollment.** To register a new sibling, please contact the Director of Admissions for a new sibling registration packet. Remember our "TRIP" (Tuition Recruitment Incentive Program) also remains in place with a tuition credit for you for any friends you refer to PVCP that enroll their children! See the Admissions Office for details.

We are excited to announce that most of the paperwork can be completed **online** this year through our Info Direct system! To re-enroll, please log on to your Info Direct account and look for the menu selection marked "Re-Enrollment". You will need to review the re-enrollment information, make necessary changes, and digitally "sign" for each child enrolled.

May God direct and guide you as you prayerfully seek His guidance concerning your child's educational future. If we can be of any assistance, please contact the Admissions Office at 602-992-8140 ext. 223 for assistance.

Sheryl J. Temple
Headmaster

Tammy Abernethy
Director of Admissions

RE-ENROLLMENT CHECKLIST

Online Portion

_____ **Re-Enrollment forms completed online via Info Direct.** Please review all information for accuracy, make changes as needed, and then digitally "sign" the form for each child.

Additional Forms Needed

_____ **Medicine Authorization Form** (attached & also downloadable from our school website).

_____ **Volunteer Service Form** (attached & also downloadable from our school website).

_____ **Incoming Grades 1st-4th Student Placement Profile** (downloadable from our school website).

_____ **Updated copy of your child's immunization record.**

Fees

_____ **Remittance of \$125.00 re-enrollment fee per student (increases to \$150 per student after February 1st and \$200.00 per student after May 1) This fee is refundable less \$50.00 within 7 days following submission of re-enrollment paperwork. After 7 days the fee is non-refundable.** (Fee can be paid in the office via cash, check, or credit card.)

All the above information **must** be completed and submitted with the registration fee to PVCP **before** a student will be re-enrolled and listed in the registration book. After re-enrollment has been completed online, additional forms submitted, and the re-enrollment fee paid, you will be notified by email that your re-enrollment has been processed.

Please return this checklist to the office with additional forms needed (see above) and re-enrollment fee to indicate re-enrollment is in process. By signing you are also acknowledging receipt of the PVCP Tuition & Fee Schedule for 10-11 and Extended Daycare Policy (both included in your packet) and agree to abide by all policies and requirements stated therein. Thank you!

Signature: _____

Date: _____