



St Hugh of Lincoln Religious Education

1450 New York Avenue, Huntington Station, NY 11746

631.271.6081

helen@sthugh.org

NEW REGISTRATION PROCEDURE:

- **Registration period for the year 2012-13 will be March 25-29 and April 15-26, 2012**
- Your registration form will be mailed to you the week of March 11, 2012. Update/correct/fill in any missing or wrong information.
- Drop off or mail your registration form to the Religious Education Office.

Tuition fees are as follows:

One child: \$110

Two children: \$140

Three or more children: \$170

You have a few options for payment:

- You may pay for the upcoming year in full.
- You may give us partial payment for the upcoming year and make future payments as you're able to until your balance is paid in full.
- You may drop off the registration form and wait until you're billed to make payment.
- Registrations received after the deadline (April 26th, 2012) will be considered late and a fee of \$25 will be applied.
- \$25 of tuition fee is non-refundable.

Checks/money orders should be made payable to "*St Hugh Religious Education*".

(Please note that there's a \$25 fee for returned checks) Please do not mail cash.

- For the most part, the children will stay in the same classes that they're currently in and will move up to the next level together. Their room number and catechist may change, but the day and class will stay the same (unless you request a change).
- If you request to switch days, we'll do our best to make the change. If this is not possible, your child's name will be placed on a waiting list until a spot opens up.
- **The registration forms must be returned to the office no later than April 26th, 2012. Your child will not be officially in next year's class until we receive your registration form. If you want your child to remain in the same class, please return your form promptly so your child doesn't lose his/her spot in the class. NO EXCEPTIONS WILL BE MADE. If you intend to enroll your child in our program next year, there's no reason to delay.**
- We require that children attend 7 years of formal religious education before receiving the Sacrament of Confirmation. Allowing your children to skip years will only delay their process. It is recommended that the children continue their formal religious studies and receive the Sacraments at the appropriate ages.
- Students who will be receiving the Sacrament of Confirmation in the fall of 2012 do not have to register. We will notify you of meetings and events as soon as the schedule is available.
- If you would like to register a child who's not already in the program, please come in the office and fill out the necessary paperwork. (A copy of child's baptismal certificate is required)
- The new procedure has been put in place to make the registration process simpler and easier for all. If you have any questions or concerns please don't hesitate to call or visit the office.



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NUEVO PROCEDIMIENTO PARA LA MATRICULA:

- El período de Matricula para el año 2012-13 serán de Marzo 25-29 y Abril 15-26, 2012
- Su formulario de inscripción esta incluido con esta carta. Asegúrese de que toda la información esta correcta. Actualice/corrija/ llene cualquier parte vacía o información incorrecta.
- Traiga el formulario de inscripción o mándelo por correo a la Oficina de Educación Religiosa.

El costo de matriculas es así:

Un niño: \$110

Dos niños: \$140

Tres o mas niños: \$170

Tienen unas opciones para el pago:

- Puede paga todo el dinero para el próximo año.
- Usted puede hacer pago para el próximo año y hacer futuros pagos como pueda hasta que su cuenta sea pagada entera.
- Puede traer el formulario de inscripción y esperar hasta que sea facturado para hacer el pago.
- Las matriculas recibida después de la fecha final (26 de Abril, 2012) seran considerado tarde y se le aplicara un \$25 por tarde.
- \$25 de la matricula no son reembolsables.

Cheques/Money orden deben ser hechos a nombre de "St. Hugh Religious Educación". (Por favor note que hay un cargo de \$25 por cheques regresados) por favor no envíe dinero efectivo.