



2023 – 2024 Admissions Checklist:

- ✓ Online application form (required) – 2023-2024 Application opens on Monday, November 28. Complete and submit the online application. There is a \$170 application fee for the first application and \$25 for each additional application. K4 students must be 4 years of age on or before September 1, 2023. Application fees are non-refundable and are only good for the school year for which you are applying.
- ✓ Submit the following documents (if applicable) online during the application or soon after to kreedy@stjosdevine.com (Submission of these documents will not prevent a student from being placed on a wait list but will be required to be officially accepted.):
 - Copy of official state birth certificate
 - South Carolina certificate of immunization
 - Most recent achievement test (grades 2-6)
 - Copy of IEP or 504 plan, if applicable
- ✓ Admissions timeline:
 - 2023 – 2024 tuition rates will be posted online at www.stjosdevine.com on or before January 4, 2023.
 - Re-enrollment for current students ends on Friday, January 27, 2023.
 - Applications for new students will be reviewed, and acceptance emails will be sent by Friday, February 3, 2023.
 - Once the application is accepted, follow the instructions in the acceptance email to complete the online enrollment. There is no fee for online enrollment for new families. Students are not assigned to classes until the online enrollment process is complete and a payment plan has been created.
 - Once you receive your acceptance e-mail, you have 7 calendar days to complete the online enrollment process. If you do not complete the online enrollment process during that time, the application acceptance will be withdrawn should there be a wait list, and your child(ren) will be moved to the bottom of that list.
 - Prior to April 3, 2023, families can withdraw their enrollment at any time with no cancellation penalty. Any application or re-enrollment fees paid are non-refundable for any reason regardless of the date of withdrawal. Between April 3, 2023 and May 1, 2023, any family wishing to void their tuition contract will owe a contract cancellation penalty of \$1,000 per student. This amount is due in full by May 1, 2023. After May 1, 2023, if a student is withdrawn for any reason, remaining tuition and consumable fees through the end of the academic year must be paid in full.
- ✓ FACTS Financial Aid Application – deadline February 28, 2023
 - Once an application is accepted and online enrollment begins, you can apply for grant and aid through the FACTS Family Portal. From within the FACTS Family Portal, choose Financial on the left side menu bar and click “Apply for Grant & Aid” under Financial Links.
 - You will need the following documents to complete the application process:
 - 2022 W-2 forms
 - Copies of your most recent federal tax forms including all supporting tax schedules
 - Copies of supporting documentation for social security income, welfare, child support, food stamps, workers’ compensation, and TANF.
- ✓ Tuition Payments for the 2023 – 2024 academic year begin June 2023.