



CATHOLIC CENTRAL HIGH SCHOOL  
WEST CATHOLIC HIGH SCHOOL  
GRAND RAPIDS CATHOLIC SECONDARY SCHOOLS  
360 DIVISION AVE S STE 3A  
GRAND RAPIDS, MI 49503-4501

Dear Catholic Secondary School Families,

The Grand Rapids Catholic Secondary School's Business Office has been in the process of reviewing historical financial management practices over the past four months. As a result, we have identified opportunities for cost savings and improved efficiencies in our financial assistance and tuition collection procedures. We discovered that over the past 15 years, GRCSS funding resources had not grown at the same rate as the need and distribution of grants and scholarships, resulting in the fiscal problems the schools are currently addressing. The following changes have been made in our enrollment, financial assistance, and tuition management processes. These improvements will be implemented for the 2010-2011 school year, and are part of a 3 year plan that will eliminate the deficit and create financially sound business operations for Catholic Central and West Catholic High Schools.

1. Financial assistance will be awarded once your student has been registered at the high school.
2. In addition to filling out the PSAS form for financial assistance, each family must apply for applicable scholarships that have been established by many of our generous benefactors. The list of scholarships has been included in your registration packet. Please review and choose the ones that apply to your student(s).
3. We will be using Tuition Management Systems (TMS), a company that will collect tuition for us. Many of you are familiar with this process from your elementary schools. Every family must register to make payments through TMS unless they pay full tuition prior to the start of the school year. If you have had previous special arrangements with the business office, we ask that you contact us directly. The TMS form is enclosed in your registration packet along with frequently asked questions that will help you in completing your registration process. There are many benefits to using this program:
  - Families can choose from due dates of either the 5<sup>th</sup> or the 20<sup>th</sup> of each month.
  - Families can choose 1, 2, 4, or 10 monthly payments plans.
  - TMS accepts direct withdrawal from your checking account or you may choose to receive monthly bills from them.
4. There is a registration fee of \$150 for **every** family 9<sup>th</sup>-12<sup>th</sup> grade. We will no longer charge a non-refundable registration fee of \$400 for incoming freshmen that is credited towards your tuition. However, if you register by May 1, 2010 you will receive a \$50 tuition credit.

It is essential that every family complete and submit Enrollment Application(s), Tuition Payment Forms, and Financial Assistance request in a timely manner. Financial assistance and scholarships will not be awarded until after you have registered your student(s). The benefits of this process include:

- The fair awarding of financial assistance and the timely determination of a family's tuition.
- Catholic Central & West Catholic administration and faculty will have better information to determine course and section offerings, teacher assignments, and the school's hourly schedule.
- The GRCSS Business Office can fulfill its duties more efficiently by eliminating the need to incur costs resulting from additional staffing and determining an appropriate operations budget for each school.

#### 2010-2011 GRCSS Enrollment Schedule

- PSAS Applications and Scholarship information distributed in the schools **February 1, 2009**.
- Registration Packets will be mailed to parents the week of **February 15, 2010**.
- Deadline for PSAS Financial Assistance must be postmarked by **March 1, 2010**.  
**(PSAS forms must be mailed directly to PSAS. Please do not mail these forms to GRCSS).**
- Deadline for Scholarship Applications must be postmarked by **April 1, 2010**. **(These forms are to be mailed directly to GRCSS).**
- Early registration tuition credit of \$50 deadline **May 1, 2010**.
- Financial Assistance and Scholarships determined by **May 15, 2010**.
- Prepayment discount of \$100 deadline **June 30, 2010**

Thank you in advance for your cooperation in ensuring the timely completion of this important process. If you have any questions, please don't hesitate to contact me directly at [jenniferlahey@grcss.org](mailto:jenniferlahey@grcss.org) or 616-246-0583.

Sincerely,

Jennifer Lahey  
Business Manager