



Thank you for interest in applying to Rome Catholic School!

Rome Catholic is a small school with a welcoming, family centered environment. Through founded in the Catholic faith, we accept those of any faith who wish to apply. We emphasize the academic, social, and spiritual growth of all students to their fullest potential.

After applying to Rome Catholic School, you will receive notification of any further required documentation that the main office may need as well as confirmation that your application has been received and is complete when all necessary information has been received.

We will be offering a virtual tour of Rome Catholic School via a link on our website by mid-February; please check back later this month for the link.

We thank you for choosing to apply to Rome Catholic School for your child's education. We look forward to working together as we help realize and develop the unique God-given talents and potential that we know exist in each of our students.

If you have any questions regarding the reapplication process, please contact Mrs. Margaret Bartell in the main office at 315-336-6190 or by email at mbartell@syrdiocese.org.

God bless,

Mrs. Nancy E. Wilson

Mrs. Nancy E. Wilson
Principal

STEP 1

Apply to Rome Catholic School

Click here for the [2021-22 K-6 New Enrollment Application](#).

The Student Activity Fee of \$100 is required at time of application. Please make your check payable to Rome Catholic School. Please note that it is a non-refundable fee. Our mailing address is 800 Cypress Street, Rome, NY 13440. You may also drop off the payment in the black lockbox located at the front entrance to the building.

Application Process

After completing the new enrollment application online and submitting the Student Activity Fee (STEP 1) for the 2021-2022 school, the following steps must be completed for your application to be considered complete.

STEP 2

Smart Tuition (Tuition Payment Plan)

Set up a Smart Tuition account for payments online at [SMART New Enrollment Form](#). **Each family will be charged an \$39 annual fee.** By creating an account, you will have access to electronic invoicing and a variety of payment options.

Please note that if you intend to pay your tuition in one lump sum prior to August 1, 2021 you will be eligible for a \$150 discount per student plus the \$39 fee is waived. If you plan to pay in one lump sum, please contact Mrs. Bartell to request a hardcopy form that contains this option and **do not fill out the online Smart Tuition form.**

STEP 3

Documentation

A review of records will be conducted to ensure that Rome Catholic School can meet your child's individual learning needs and to determine if we have the most appropriate educational environment for him/her. The following documents are required to review your student's application:

- Copy of Most Recent Report Card
- Attendance Records
- Discipline Records
- State Test Scores (if applicable)
- IEP/504 Information (if applicable)
- In addition to the above mentioned please provide a copy of the student's birth certificate, baptismal certificate (if applicable), custody agreement (if applicable), and physical and immunizations records.

To request the above academic records from your student's current school, [please click here to download a records request form](#) and return this form to Rome Catholic School.

STEP 4

Financial Aid/Tuition Assistance

If seeking tuition assistance, you must fill out the FACTS application no later than February 15, 2021. Tuition assistance is a separate application process in FACTS and must be completed to be eligible for any financial aid/assistance or scholarship from the Diocese of Syracuse and/or Rome Catholic School. You will need to provide your last year's tax return in the application. Rome Catholic School's FACTS Institution ID# is 7903, which you will need to complete the FACTS application.

When applying parents may scan, upload, or fax (866-315-9264) either your 2019 or 2020 tax returns and your 2019 or 2020 W-2 forms as well as copies of Social Security Income, Child Support, Food Stamps, Worker's Compensation and TANF (if applicable). **There is a one-time, non-refundable \$30 application fee per household.**

Our first and largest round of financial aid awards is TAP A, which is funded through the HOPE APPEAL. To be eligible, families must submit a completed FACTS application online. Aid is awarded to students in Grades K-6. Pre-K is not eligible for aid. TAP A application deadline is February 15, 2021 and you may apply for financial aid at [FACTS Management](#).

STEP 5 (Optional)

Transportation Request

Busing is available for students in grades K to 6 only. Please remember that April 1, 2021 is the deadline to submit a transportation request form for busing to and from Rome Catholic School. Please be sure to download, print, and complete the transportation request. You may then either mail, email or drop off the form in the black lockbox near the main entrance to the building. Click here to download the [Transportation Request](#).