



# Mount Carmel School

Post Office Box 500006  
Saipan, MP 96950  
Tel: (670) 234-6184/234-7188  
Fax No. (670) 235-4751  
mtcarmel@gtepacific.net

## Enrollment Procedures School Year 2009-2010

### Step One:

1. Fill out an Application Form
2. Must submit the following documents with your application:
  - a. Record of last grade report from last school attended
  - b. Updated Health Certificate (Certificate must be obtained from the Division of Public Health or from physician licensed to practice in the CNMI.)
  - c. Birth Certificate (for 1st grade and incoming new students only)
  - d. Passport (in coming foreign students)
  - e. Entry Permit (foreign students)
3. Payment of \$25.00 for each application submitted on or before April 30, 2009 and \$50.00 for each application submitted after April 30, 2009.

### Step Two:

After you have submitted the application with all the above requirements, the school will notify you whether or not your child has been accepted for registration.

Upon acceptance, you are responsible for the following fees:  
(please note: Application and Registration fees are non-refundable)

1. <u>Yearly Tuition Fees:</u>	<u>Monthly</u>
\$2,760.00 per child from grades 1- 6	\$230.00/month
\$2,990.00 per child from grades 7- 8	\$249.17/month
\$3,530.50 per child from grades 9-12	\$294.21/month

#### Discounts:

- \$600.00 for two students enrolled
- 10% for three or more students enrolled
- 2% for those who will pay full year tuition upon enrollment

Note: Discount will be prorated depending on the date of enrollment

2. Registration Fees are as follows:  
\$375.00 for each child (Grades 1- 6) if paid upfront  
\$400.00 for each child (Grades 1-6) if paid in installment. 50% of the fee (\$200.00) must be paid upon registration. Remaining 50% must be paid no later than December 31, 2009.  
\$425.00 for each child (Grades 7-12) if paid upfront.  
\$450.00 for each child (Grades 7-12) if paid in installment. 50% of the fee (\$225.00) must be paid upon registration. Remaining 50% must be paid no later than December 31, 2009

### Dress Code:

Uniforms can be purchased in the Business Office. All students are to wear solid black shoes. Girls are to wear plain white socks. Please refer to student handbook for more information of the dress code.