



Notre Dame High School, Inc.
 Sponsored by the School Sisters of Notre Dame
 Accredited by the Western Association of Schools and Colleges
 and the Western Catholic Educational Association

**TRANSFER STUDENT
 APPLICATION PROCESS
 SCHOOL YEAR 2016-2017**

ENROLLMENT FORM

STUDENT APPLICATION INFORMATION				
			Grade entering:	
Last Name	First Name	Middle	<input type="checkbox"/> Male or <input type="checkbox"/> Female	
Mailing Address	City	State	Zip Code	Gender
Birth date	Social Security #	Village of residence	Religion	
Middle School Attended	Cultural Identification	Medical Alert/Allergies	Health Insurance	
Student is living with:	<input type="checkbox"/> Parents	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> Guardian <i>Specify relation to student</i>
FATHER/MALE GUARDIAN/MALE SPONSOR INFORMATION				Primary Correspondence Recipient <input type="checkbox"/>
				<input type="checkbox"/> Yes <input type="checkbox"/> No
Last Name	First Name	Middle	Legal Custody	
Mailing Address <i>(if different from student)</i>	City	State	Zip Code	
Employer	Position/Title	Type	Work Phone	Home Phone
Email Address	Religion	Cell Phone #	Fax Number	
MOTHER/FEMALE GUARDIAN/FEMALE SPONSOR INFORMATION				Primary Correspondence Recipient <input type="checkbox"/>
				<input type="checkbox"/> Yes <input type="checkbox"/> No
Last Name	First Name	Middle	Legal Custody	
Mailing Address <i>(if different from student)</i>	City	State	Zip Code	
Employer	Position/Title	Type	Work Phone	Home Phone
Email Address	Religion	Cell Phone	Fax Number	
NDHS Alumna? <input type="checkbox"/> Yes <i>If yes, what year</i> _____				
EMERGENCY CONTACT INFORMATION				
Last Name	First Name	Middle	Relation to student	
Home Phone	Work Phone	Cell Phone	Email Address	
Mailing Address	City	State	Zip Code	
NDHS Alumna? <input type="checkbox"/> Yes <i>If yes, what year</i> _____				
What influenced <i>your</i> decision the most to send your child to Notre Dame High School, Inc? <input type="checkbox"/> College preparatory <input type="checkbox"/> Academics <input type="checkbox"/> Open House <input type="checkbox"/> Alumni <input type="checkbox"/> Advertisement <input type="checkbox"/> School Visitation <input type="checkbox"/> Parish Visitation <input type="checkbox"/> My Child <input type="checkbox"/> Friends <input type="checkbox"/> Location What influenced <i>your child's</i> decision the most to send your child to Notre Dame High School, Inc? <input type="checkbox"/> College preparatory <input type="checkbox"/> Academics <input type="checkbox"/> Open House <input type="checkbox"/> Alumni <input type="checkbox"/> Advertisement <input type="checkbox"/> School Visitation <input type="checkbox"/> Parish Visitation <input type="checkbox"/> My Child <input type="checkbox"/> Friends <input type="checkbox"/> Location				
PARENT/GUARDIAN/SPONSOR SIGNATURE		STUDENT SIGNATURE		DATE





Notre Dame High School, Inc.
 Sponsored by the School Sisters of Notre Dame
 Accredited by the Western Association of Schools and Colleges
 and the Western Catholic Educational Association

REGISTRATION COMMITMENT CONTRACT

In consideration of the acceptance of the REGISTRATION by Notre Dame High School, Inc., the undersigned, hereinafter designated as I, agrees to pay the required fees specified in the TUITION AND FEE SCHEDULE for the 2016-2017 school year.

I understand that the aforementioned fees do not include incidental expenses, which may include but are not limited to supplies, uniforms, and school spirit items. I further understand that I may cancel this contract in writing without penalty (except forfeiture of the registration, instructional, and facility fees) at any time. Instructional Fee must be paid in order for child to attend classes. _____ **Parent Initial**

By accepting and endorsing this contract, I agree to meet all financial obligations incurred throughout the school year. Monthly tuition is due on the 5th of each month and no later than the 10th calendar day. I understand that if payment has not been made after the grace period, a late fee of \$50.00 will be charged and added to the tuition balance. A reminder notice by phone or by mail will be made if payments have not been received. _____ **Parent Initial**

I agree with the school's policy of not permitting my child(ren) to attend classes when tuition is one month in arrears. Furthermore, in order to take examinations, participate in co-curricular functions, or have cumulative records and report cards released my account must be up-to-date and all outstanding payments made. _____ **Parent Initial**

I further understand that the school will not accept checks from individuals who have had two occurrences of checks returned by a bank for any reason. A RETURNED CHECK FEE of \$50 will be charged for a check that is returned. _____ **Parent Initial**

I agree to pay, to the extent permitted by law, the school's expenses of enforcement and collection of tuition, fees, and related expenses, including, without limitation, attorney's fees and costs. _____ **Parent Initial**

Student's Name:

Parent/Guardian/Sponsor signature:

Date: _____

Acknowledged by:

Date: _____

S. Jean Ann Crisostomo, President or
 Mariesha Cruz-San Nicolas, Principal





Notre Dame High School, Inc.
Sponsored by the School Sisters of Notre Dame
Accredited by the Western Association of Schools and Colleges
and the Western Catholic Educational Association

APPLICATION PROCESS FOR TRANSFER STUDENTS

(A guide to the application process at NDHS, Inc.)

1. Parent/Guardian must call the main office to make an appointment with an administrator for an interview and review of the transfer student's official transcripts.
 - Bring following documents to the interview:
 - **Copy of the most current report card**
 - **Copy of recent SAT-10 scores**
 - **Official High School Transcripts**
2. Parent/Guardian will receive a letter from the Administration with the Admission Committee's remarks.
3. After receiving a letter from the Administration, please submit the following (if applicable):
 - **Enrollment form, Registration and Instructional Fee refer to Tuition and Fee Schedule.**
 - **Copy of shot record;** immunizations must be updated by the first day of classes.
 - **Updated Official Transcripts**
4. All students will receive a student planner, along with the parent-student policy handbook, which has information on all other academic and extra-curricular activities available at Notre Dame High School.

Thank you for supporting Catholic education and for entrusting your child with us!



480 S San Miguel St. Talofofo, Guam 96915-3540
T: (671) 789-1676/1677/1717/1745 • F: (671) 789-4847 • E: info@ndhsguam.com • W: www.ndhsguam.com





Notre Dame High School, Inc.
Sponsored by the School Sisters of Notre Dame
Accredited by the Western Association of Schools and Colleges
and the Western Catholic Educational Association

CHECKLIST FOR TRANSFER STUDENT APPLICATION PROCESS

- Scheduled meeting with an administrator
- Submitted Official Transcripts for administrator review
- Submitted SAT-10 Scores
- Submitted most recent report card
- Received Letter from the NDHS Administration
- Received Summer Reading List *(to be released in June 2016)*
- Completed Enrollment Form
- Paid Registration and Instructional Fees
- Purchase uniform at Royal Bics (across Toyota AK Lexus Showroom in Tamuning)



480 S San Miguel St. Talofofo, Guam 96915-3540
T: (671) 789-1676/1677/1717/1745 • F: (671) 789-4847 • E: info@ndhsguam.com • W: www.ndhsguam.com

