



**Series:** 100 (Students)  
**Policy Title:** Student Transfers and Financial Obligations  
**Effective Date:** May 15, 2014  
**Version:** 1.1

**1.0 Purpose**

The purpose of this policy is to provide the admission and enrollment requirements for Our Lady of the Angels Catholic School.

**2.0 Applicability**

This policy applies to all students and parents.

**3.0 Policy**

- 3.1 A student transferring from one Catholic school in the Diocese of Harrisburg may be accepted after providing documentation indicating that they are free of any financial obligations to the previous school.
- 3.2 At the time of registration, the administration of Our Lady of the Angels Catholic School is required to request documentation from all new students transferring from Catholic schools within the Diocese of Harrisburg.
- 3.3 Families owing tuition at another Catholic school will not be accepted for admission to Our Lady of the Angels Catholic School until the obligations are met.
- 3.4 The administration of Our Lady of the Angels Catholic School will provide documentation to any school that a student is transferring to stating their financial status.
- 3.5 At any time a student with outstanding debts is accepted by another school within the Diocese of Harrisburg, it is the responsibility of the administration of Our Lady of the Angels Catholic School to inform the Superintendent of Schools for the diocese.

**4.0 References**

302 OLA Withholding of Student Records for Non-Payment of Full Tuition and Tuition Refund  
 Diocesan Policy 5112: Enrollment Requirements

*Stenneth Lawrence*  
 Pastor, Holy Trinity Church

*Rev. Mark M. Spunt*  
 Pastor, Saint Peter Church

Page	Review or Change Date	Description of Change	Approved By	Scheduled Revision Date
1	May 7, 2014	Three Year Periodic Review	OLA School Board	May 2017

**OUR LADY OF THE ANGELS SCHOOL POLICY**

**Subject: Admissions, Enrollment Requirements**

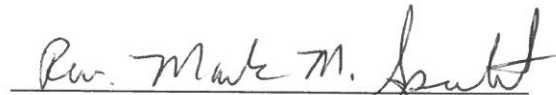
Our Lady of the Angels School Policy requires parents who are transferring any student to Our Lady of the Angels School provide documentation indicating that they are free of any financial obligations to the previous school.

At the time of registration the administration of Our Lady of the Angels School is required to request documentation from all new students transferring from Catholic schools within the Diocese of Harrisburg. Students with outstanding obligations to their previous school will not be accepted for admission to Our Lady of the Angels School.

The administration of Our Lady of the Angels School will provide documentation to any school a student transfers to stating their financial status. At any time a student with outstanding debts is accepted by another school within the Diocese of Harrisburg, it is the responsibility of the administration of Our Lady of the Angels School to inform the Superintendent of Schools for the diocese.

Adopted: May 3, 2000

  
Pastor, Holy Trinity

  
Pastor, St. Peter

Reviewed: September 3, 2009

Revised: November 4, 2009