

## Des Moines Region Catholic Schools



### Enrollment Fee Procedure

An Enrollment Fee is a deposit to secure a child's registration at one of the Des Moines Region Catholic Schools (DSMRCS). Enrollment fees are non-refundable and non-transferable. If a student changes from one Region School to another the enrollment fee will be required again, as each of the Des Moines Region Catholic Schools have unique, individual Blackbaud accounts which prevents transferring a student within the Tuition Management platform.

Our school's registration process takes place before the Odyssey portal opens for an upcoming school year; therefore, the enrollment fee is not an expense that schools place in Odyssey for an allowable expenditure. Enrollment Fees are a per pupil out-of-pocket expense.

*This Enrollment Fee has been approved by the Iowa Department of Education Bureau of School Business Operations.*

A handwritten signature in blue ink that reads "Donna Bishop". The signature is written in a cursive, flowing style.

Donna Bishop, ED.S  
Superintendent of Catholic Schools