



**CHRIST THE KING  
DIOCESAN HIGH SCHOOL**

Spring 2024

Dear Future Christ the King Diocesan High School International Family,

On behalf of our faculty and staff, I would like to take this opportunity to thank you for selecting Christ the King Diocesan High School as your school of choice. The faculty and staff of CTKDHS recognizes and acknowledges that families are the lifeblood of our school community. We are thankful for the opportunity to partner with you in the education and faith formation of your student this coming school year.

Please read the application/enrollment information below carefully. Your student's application/enrollment process will be done in its entirety online via our FACTS Family Portal system.

Enrollment includes the stipulations that you and your student(s) will follow the guidelines outlined in the Parent/Student Handbook as well as the International Student Program guidelines at all times. These documents can be found on the school website.

Our goal is, and always has been, to provide the highest quality of education for your student. If you have any questions regarding your student's enrollment for 2024-2025, please feel free to contact the school office.

Sincerely in Christ,

Alicea A. Chaloupka, Ph.D.  
Head of Schools

**Beginning the application/enrollment process:**

New CTKDHS families apply and enroll their student(s) via the FACTS Family Portal online system using a parent/guardian user name and password. To start the pre-enrollment process go to: <https://ctk-tx.client.renweb.com/oa/?memberid=1642> You will be directed to create an online account to begin the application process.

After you create an online account and complete the application process, you will receive an email with instructions for the second step of the process on how to complete your enrollment packet. Families who do not have internet access or who need assistance with re-enrollment may contact the school to set up an appointment for assistance.

If you need assistance with the process, please contact Admissions Coordinator, Becky King at [bking@ctkschoolslbk.org](mailto:bking@ctkschoolslbk.org).

**Enrollment Fees:** A non-refundable enrollment fee to Christ the King Diocesan Schools as outlined below as well as a **\$20.00 processing fee** for each new student to FACTS is collected at the time of online application.

**NEW 8<sup>th</sup> - 12<sup>th</sup> grade international students:**

- \$200 per student until May 31, 2024 (*must be submitted prior to 11pm, CDT*)
- \$250 per student as of June 1, 2024

---

	8 <sup>th</sup> Grade/ High School Tuition
Annual Tuition	\$11,000
Home & School Assn. and Athletics Booster Club annual dues	\$ 70
International Student Fee*	\$1500
Total Annual Charges	\$12,570

**\*International Student fee - \$1500 *due before issuance of I-20***

**\*\*\* PLEASE NOTE: *Enrollment at Christ the King Diocesan Schools is an annual contract.*** To effectively plan for each school year, we hire faculty and staff as well as order classroom resources based on your commitment to attend. Due to the financial decisions that are made to operate the school for the entire school year, should you decide to withdraw your student before the school year ends, you will be responsible for any remaining tuition for the school year.

**Tuition Payment Options include:**

- Payment for tuition & fees in full with cash or check at the school office prior to Wednesday, May 15, 2024 for a 3% discount on tuition & fees.
- Payment for tuition & fees in full in the school office no later than Monday, August 5, 2024.
- 2 equal payments at the school due by 8/5/2024 and 12/13/2024. Payments for tuition and fees made on the semi-annual payment plan could be charged late fees up to 5% of balance owed.

***\*Any payments made to the school for tuition with credit or debit cards are subject to a 4% service fee.***