



Christ The King
Diocesan Schools

Spring 2025

Dear New Christ the King Diocesan Schools Family,

On behalf of our faculty and staff, I would like to take this opportunity to thank you for selecting Christ the King Diocesan Schools as your school of choice. We recognize and acknowledge that families are the lifeblood of our school community, and we are thankful that you allow us to partner with you in the education and faith formation of your child(ren) for the 2025-2026 school year.

With a tradition of excellence in Catholic education for over 65 years, our faculty and staff are committed to providing strong academic and developmental programs which enable children to achieve their full potential. We empower students to meet the challenges of an ever-changing world. We strive to help students encounter the living Christ each day through friendships, academic life, athletics, and spiritual life.

We offer several discounts to help lower the overall cost of tuition. Please read the following list carefully. Discounts include the stipulations that you and your student(s) will follow the guidelines outlined in the Parent/Student Handbook at all times, will fulfill at least the minimum number of required volunteer hours, and you will sell or buy all of your required tickets for the Home & School Association's annual raffle.

- “Active Parishioner” Discount: *An active parishioner is one who is registered with a parish within the Catholic Diocese of Lubbock, attends Mass faithfully, and supports the life of your parish through involvement and identifiable financial contributions.* To receive a parish discount, please submit a parish verification form signed by your parish priest with the parish seal no later than 6/15/25, or prior to your student's first day of school, whichever is sooner. This form can be found on the school website.
- Limited financial aid is available for students entering Kindergarten through 8th grades. Directions to apply for financial aid are on the school website. We are pleased to offer two financial aid opportunities – our traditional school financial aid program and the ACE Scholarship program, a third party. Both applications can be completed at the same time by submitting all required information in the FACTS Financial Management system **no later than Tuesday, 4/15/25**, for consideration. Students must be pre-enrolled for the 2025-2026 school year before being considered for financial aid. ACE Scholarships applications are not accepted past the application deadline. Awards for late applications for traditional school financial aid will be dependent on the availability of funds after the April deadline. All financial aid recipients are notified of awards by email before the end of June.

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

Since the actual cost to educate each student is greater than paid tuition, we rely on parents' help to bridge that financial gap each year with your support in completing required service hours, selling raffle tickets, participating in various school events, attending the Friends of the Foundation Gala and other fundraisers. Volunteer opportunities are outlined in the enrollment process.

Our goal is and always has been to provide the highest quality of education for your child/ren. If you have any questions regarding your student's enrollment for 2025-2026, please feel free to contact the school office.

Sincerely in Christ,

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

Beginning the enrollment process:

New Christ the King Diocesan Schools families apply and enroll their student(s) in the FACTS 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/register.cfm?memberid=1642>

You will be directed to create an online account to begin the application process. If you need assistance with the process, please contact Admission Coordinator, Mrs. Becky King at bking@ctkschoolslbk.org.

2025-2026 Annual Tuition Rates for CTK Diocesan Schools Students

Annual Tuition Rates for those families who are verified as registered and contributing parishioners of a Catholic Parish in the Diocese of Lubbock

	Pre-K through 5 Tuition	6-8 Tuition Jr. High
<i>Actual Cost of Education</i>	\$11,000	
Annual Tuition	\$8500	\$9000
Discount for Registered & Contributing Diocese of Lubbock Parishioners	-\$500	-\$500
Discounted Annual Tuition	\$8000	\$8500

Annual Non-Catholic or non-participating families

	Pre-K through 5 Tuition	6-8 Tuition Jr. High
<i>Actual Cost of Education</i>	\$11,000	
Annual Tuition	\$8500	\$9000

Family Discounts: Families with more than one child from the same household enrolled in CTK Diocesan Schools will receive a tuition discount of 10% for each additional student (2nd child and more) enrolled in Kindergarten through high school. *NOTE: Pre-Kindergarten students are not eligible for multiple child discounts.*

All families are members of the Athletic Booster Club & Home and School Association. Annual dues paid by families are used to support the activities of each of these organizations. The annual dues are added to family's tuition charges and are paid through monthly FACTS drafts or to the school if paying in full.

Home & School Association and Athletic Booster Club annual dues = \$50 each or **\$100 total per family**

**** 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.*

Fundraising Requirements:

- All school families are **required** to complete a minimum of 20 service hours (10 hours for single parents) for the 2025-26 school year. We ask that at least half of your required service hours for the year (half = 10 hours for two parent homes & 5 hours for single parent homes) to be actual time volunteered at school activities and/or events. Parents can express interest online in various opportunities during the enrollment process, and additional opportunities are posted in the school newsletters and on the school website throughout the school year. ***Unfulfilled service hours will be charged to families in June 2026 at the rate of \$50.00 per unfulfilled hour.***
- Additionally, all school families are required to sell a minimum of 20 tickets for our school's annual "Big Raffle" for the benefit of the Home & School Association which supports filling the gap between tuition collected and the actual cost of education. Any unsold raffle tickets are charged to families who do not return tickets with payment by the published deadlines ***plus a \$250 penalty fee.***
- We invite our school families to prayerfully consider an additional gift to help fill the financial gap between tuition charged and the real cost of educating each student. This "fill-the-gap" donation can be added to your monthly tuition payment draft, can be in the form of a donation from your business, or be a one-time gift to the school. Contact the school office to let us know how you would like to make your gift.

Tuition Payment Options:

- A) Payment for tuition & fees in full **with cash or check** at the school office prior to noon on Thursday, June 26, 2025 for a 3% discount on tuition.
- B) 2 equal payments at the school due no later than 8/4/2025 and 12/15/2025. Past due payments for tuition made on the semi-annual payment plan will be charged late fees equaling 5% of balance owed.
- C) Monthly payment drafts across 10 months or 12 months via FACTS Tuition Management Company. 12-month payment plans are drafted in 12 equal payments from June 2025-May 2026 and must be set up by 5/15/2025. 10-month payment plans are drafted in 10 equal payments from August 2025-May 2026 and must be set up by 7/15/2025. Families registering after 7/15/2025 could be required to pay first month's tuition charges in the school office and set up a FACTS account prior to the first day of classes. On-going monthly payments cannot be made at the school office.

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

Enrollment Fees: A non-refundable one-time fee to CTK Schools as outlined below as well as a **\$22.00 processing fee** to FACTS is due at the time of a student's online application.

- \$200 per student until May 31, 2025 **(must be submitted prior to 11pm, CDT)**
- \$250 per student as of June 1, 2025