



# APPLICATION PROCESS

## 2020-2021

### APPLICATION PROCESS

Welcome to Our Lady of Mercy Catholic School! The initial application period for the 2020-21 school year opens December 2, 2019. *The final deadline to submit your application is 9:00 AM, January 21, 2020.* To apply for admission to Our Lady of Mercy School please follow the procedure below.

#### FIRST . . .

Complete the online application:

1. Log on to our website ([www.olomschool.org](http://www.olomschool.org))
2. Under the **ADMISSIONS** tab, see **"APPLY HERE 2020-21 (New Students)"**
3. Follow the instructions on the "Application / Apply Here 2020-21" section

#### SECOND . . .

Submit your documents: (see the list of required documents at **ADMISSIONS GUIDELINES**)

Admissions documents may be furnished;

**ELECTRONICALLY** with your online application

or

**BY EMAIL** to [mbuzbee@olomschool.org](mailto:mbuzbee@olomschool.org) (You will receive an email confirming receipt of your documents).

or

**DURING** our Open House / Application Day Event on 1/15/20 (Between 8:00 AM–1:00 PM)

or

**BY DELIVERY OR MAIL** to the school office at 400 Marquette Avenue, Baton Rouge, LA 70806.

**ALL documents should be received by the school no later than 9:00 AM, January 21, 2020** to be included during the first phase of admissions for the 2020-2021 school year.

#### NEXT . . .

Pay the application fee of **\$275.00** in one of the following ways:

- **Electronic Payment** to the school via the link included on the website at the "Apply Here 2020-21" section or by accessing [https://tuition.gulfbank.com/users/sign\\_in](https://tuition.gulfbank.com/users/sign_in) (see options below).  
**One-Time Electronic Draft** You may elect to have your fee drafted directly from your checking or savings account. You must have the routing and account numbers available.  
**Credit/Debit Card** You may elect to pay your fee with a MasterCard, Discover, American Express or VISA. The credit card companies charge a convenience fee of approximately 2.7% added to the total charge.
- **Cash or Check** to Our Lady of Mercy School

#### LAST STEP . . .

**SIGN UP for a student screening appointment:**

Once the application is **complete\***, you will receive *by email* the link for the sign-up to schedule your student's screening appointment. Please allow up to two days to receive this link. **PLEASE CONFIRM THAT YOUR EMAIL ADDRESS IS CORRECT ON THE APPLICATION.**

\* *In order for an application to be considered **complete**, the online application, all required documents and the application fee payment must be received by the school. The final deadline is 9:00 AM, January 21, 2020. We are unable to process incomplete applications. Thank you!*