

A Foundation of Faith



Education for the Future

TUITION POLICY

February, 2010

All families are expected to pay the full amount of tuition agreed upon. While we try to be as flexible as possible to allow for individual needs, we need to adhere to certain prescribed standards for our own protection:

1. Tuition is collected by FACTS Management Company. Families may pay either with a coupon or by automatic ACH deduction. An annual tuition collection fee for each family will be billed directly by FACTS in your first month's payment.
2. Tuition is payable monthly from July through May. The July and August payments must be paid before a student is admitted in September.
3. Any family that falls behind on scheduled payments will receive a letter reminding them and a late fee will be imposed.
4. Any family that falls three months behind will receive a letter indicating they have two weeks to settle their account. Failure to respond will result in the student(s) being removed from class until the account is settled.
5. No final exams results, report cards, or records will be released if a family is not current with payments for tuition or the After School Program.
6. No student will be allowed to participate in either Pre-K, or Kindergarten Elevation Celebrations or Eighth Grade graduation ceremonies if all accounts are not current.
7. No student will be admitted to the next school year if any accounts from the previous year are not completely settled.
8. Checks returned to St. Mary's as uncollectible will be charged a fee equal to what the school's bank charges for such returns.
9. The tuition for each calendar month or any fraction of a calendar month for which a student is enrolled shall be 1/11 of the annual tuition.

Tuition is our main source of revenue. If our financial requirements are not met by tuition and fundraising, we will no longer be able to provide the quality education for which St. Mary's is known.

I have read the tuition policy and agree to the terms set forth.

Printed Name of Parent/Guardian

Student(s) Name

Parent /Guardian Signature

Date

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