



Saint Mary School **PRESCHOOL**

Preschool Tuition Contract/Enrollment Form

2016-2017 School Year

FAMILY NAME: _____ ENVELOPE NUMBER: _____

DATE COMPLETED: _____

DATE RECEIVED BY SAINT MARY: _____

Please see the Saint Mary School Tuition Contract/Enrollment Terms & Conditions page, on the reverse side of this document, for more detailed information on the various components of this tuition contract.

PARENT/GUARDIAN CONTACT INFORMATION

Parent/Guardian First Name: _____ Parent/Guardian Last Name: _____

Address: _____

City/State/Zip: _____ Home Phone: _____

Mobile Phone: _____ Other: _____ Email: _____

PARISHIONER STATUS

Participating Parishioner ; Non-Parishioner

PAYMENT TERMS

Please select the option that best meets your family needs:

1-Annual Payment ; 2-Semi-Annual Installments ; 4-Quarterly Installments ; 11-Monthly Installments

STUDENT ENROLLMENT INFORMATION (Indicate the PreK program for your child for the 2016-2017 school year)

Student #1: _____

3 half days – MWF (PK3) ; 5 half days (PK3) ; 5 full days (PK3) ; 5 half days (PK4) ; 5 full days – (PK4)

Student #2: _____

3 half days – MWF (PK3) ; 5 half days (PK3) ; 5 full days (PK3) ; 5 half days (PK4) ; 5 full days – (PK4)

OPTIONAL TUITION ASSISTANCE FUND DONATION

I would like to make a ONE-TIME, tax deductible donation of \$ _____ for the benefit of the Saint Mary School Tuition Assistance Fund (payable in my first tuition installment payment).

I would like to add an additional, tax-deductible donation, of \$ _____ for the benefit of the Saint Mary School Tuition Assistance Fund, to EACH of my tuition installments payments (as selected above).

PARENT/GUARDIAN ACKNOWLEDGEMENT

I understand that the continued success of Saint Mary School is based upon its ability to collect tuition and fees in a timely manner. Therefore, I agree to meet all obligations as outlined within this contract; I also understand that it is my responsibility to notify the parish business manager to request alternative payment arrangements, if an unforeseen financial hardship arises. By signing this contract, I acknowledge the terms stated here and in the Saint Mary School Tuition Contract/Enrollment Terms & Conditions (see reverse) and I agree to abide by these terms.

Parent/Guardian Signature: _____

Date: _____

SMS PRESCHOOL Tuition Contract

Terms & Conditions

2016-2017 School Year

Tuition Contract/Enrollment forms and registration fee(s), as listed below, are due in the Saint Mary School office, along with an updated Family Cumulative Record, by March 1, 2016. Enrollment forms received after March 1 will be assessed the Late Fee as outlined below:

REGISTRATION FEES – 2016/2017

Registration fee is due with the submission of the Saint Mary School Tuition Contract/Enrollment form. Registration Fees are as follows:

PreK Half Day:	\$75
PreK Full Day:	\$150

Enrollment Forms received after March 1st will be considered late and as such will be assessed a Late Registration Fee of \$50.

Registration fees are not refundable unless a family moves out of the area prior to the opening of school or the school is not able to place the student. Registration is not complete until the fee is paid. Late Fees are due immediately.

If you have questions about the registration fee and tuition, or are in need of assistance, please contact the Saint Mary Business Office at 847-541-1450.

TUITION RATES – 2016/2017

The Tuition Rates, based on your family status within the Parish (these levels are outlined later in this document), for the upcoming year are as follows:

Participating Parishioner	
3 half days – MWF (PK3):	\$3,140
5 half days – (PK3 or PK4):	\$4,140
5 full days – (PK3 or PK4):	\$5,140
Non-Parishioner	
3 half days – MWF (PK3):	\$4,140
5 half days – (PK3 or PK4):	\$5,140
5 full days – (PK3 or PK4):	\$6,140

FINANCIAL AID/TUITION ASSISTANCE

Financial Aid Applications are available for Parents/Guardians of Saint Mary School Students. Applications are available online at www.factsmgmt.com.

PAYMENT TERMS/DUE DATES

Saint Mary School offers several options for Tuition Terms of Payment. Please select the option that best meets your family's needs:

1-Annual Payment:	Due 6/1/16 { \$100 discount applies }
2-Semi Annual Installments:	Due 6/1/16 and 1/1/17
4-Quarterly Installments:	Due 6/1/16, 9/1/16, 12/1/16, 3/1/17
11-Monthly Installments:	Due on the first of each month, 6/1/16 through 4/1/17

PARISHIONER/NON-PARISHIONER STATUS

Involvement in the Saint Mary Parish Community is critically important for the spiritual development of our students. The following guidelines have been developed to categorize the participation of school families:

Participating Parishioner: Is a registered parishioner at Saint Mary or Saint Edna Parish; Participates in the Parish Community; Attends Mass weekly; Contributes to the Parish (via Parish Envelopes)

Non-Parishioner: Is not a registered parishioner at Saint Mary Parish or is a non-Catholic family

TUITION COLLECTION POLICY

Saint Mary School works with FACTS Tuition to manage the billing and collection of our tuition plans. It is the parents' responsibility to notify the Saint Mary Parish Business Office if they are having difficulty meeting their tuition obligation. Prolonged tuition delinquency will result in attendance interruption days. The student(s) will not be able to attend school unless their account is current or authorized arrangements have been made to meet the tuition obligation. Tuition accounts must be current prior to the first day of school. The procedures for addressing past due tuition accounts are:

1-30 days past due:	\$30 late fee assessed
31-60 days past due:	Additional \$30 late fee assessed
61-90 days past due:	Additional \$30 late fee assessed
91+ days past due:	Student(s) are subject to attendance interruption days

FACTS Tuition notifies parent/guardian as well as Saint Mary School when each late fee is assessed. Parent/Guardians are afforded every opportunity to resolve the delinquency before further escalation is required. Contact FACTS Tuition for more information on their collection policies – www.factsmgmt.com

Re-enrollment will not be accepted for any student whose tuition account is not current. Report cards and student records (including test scores, transcripts, and diplomas) will not be distributed to students whose accounts are not paid by the end of the school year. The school reserves the right to withhold all student records (with the exception of Health Records) until past due accounts have been paid in full.

WITHDRAWAL FEE

A withdrawal fee of \$150 will be assessed to any registered student withdrawing on or after August 1st.