



St. Mary Catholic School

34516 Michigan Avenue, Wayne MI 48184

School Office: 734-721-1240

Email: development@stmarywayne.org

Website: www.stmaryschoolwayne.org

TUITION AGREEMENT-EARLY CHILDHOOD EDUCATION

Pre-Kindergarten- ages 4/5 by September 1

This agreement, dated for the 2017-2018 school year, is made and entered between St. Mary Catholic School and _____ (Responsible Party) who is/are the (check one):

- Parent(s)
- Legal Guardians(s)
- Other (explain)_____

Full Name(s) of Student(s) Registered for Preschool	Pre- Kindergarten Fall of 2017

St. Mary Catholic School offers the following payment plans through FACTS, an automatic withdraw service.

Please select your payment option:

- OPTION 1: SINGLE PAYMENT PLAN:** Tuition will be paid through the FACTS single payment plan. After the Registration Fee is paid, there will be a 2% discount subtracted from the total tuition amount. The entire amount will be withdrawn from a checking or savings account on June 1, 2017. There is no FACTS fee for this payment option.
- OPTION 2: TWO PAYMENT PLAN:** Tuition will be paid through the FACTS two payment plan. Tuition is paid in two installments. The first half will be withdrawn from a checking or savings account on June 1, 2017 and the second half on October 1, 2017. There is a \$10 FACTS fee for this payment option.
- OPTION 3: A MONTHLY PAYMENT PLAN:** Tuition will be paid through the FACTS monthly payment plan. Ten automatic withdrawals are made from a checking or savings account on the 5th or the 20th of each month (April 2017-January 2018). There is \$45 FACTS fee for this payment option.

New families must register with FACTS on-line. Go to our school website at stmaryschoolwayne.org and click on the FACTS link to create a new account.

Re-enrolling families will automatically be rolled over.

Payment of Tuition:

1. The undersigned agrees to pay tuition for the entire School Year (August through June) as detailed on Page 3 of the Tuition Agreement. Parents have selected a payment plan for tuition from among the three options set forth on the previous page (Page 1) of the Tuition Agreement. All tuition payments shall be made in accordance with the payment plan.

2. School Late Fee: The school will charge a \$25 late fee for any delay of payment due to insufficient funds or late payment. This is separate from the \$30 late fee from FACTS.

If a tuition payment is **twenty-one (21) days overdue**, the school may impose any or all the following sanctions, at the school's sole discretion, unless special payment arrangements have been made in writing signed by the school's principal, pastor or administrator. Sanctions include, but are not limited to:

- a. Withholding Academic Records
- b. Disallowing student's participation in sports or other school activities
- c. Withdrawing student from class participation
- d. Withdrawing student from school
- e. Using a collection agency
- f. Filing a claim in court
- g. Re-applying discounts to tuition rates

3. A family with an unpaid balance for the current school year may not register for the following school year until tuition for the current school year is paid in full. School records, diplomas or transcripts will not be released until all tuition and other charges have been paid in full. (Examples of other charges: late payment fees, lunch money, lost book fees, etc.)

Refunds:

4. Registration Fee (\$200.00) is Non-Refundable.

5. Student Materials Fee (\$100.00 per student, which is included in the cost of the tuition) is Non-Refundable.

6. Tuition Assistance and Discounts – all are Non-Refundable.

7. If the student is withdrawn, for any reason other than request by school or mutual agreement, during the school year, remaining tuition through the end of the year must be paid in full **unless** the school principal agrees in writing to refund a portion of the remaining tuition. Otherwise, there will be no refund, credit or reduction for withdrawal, absences, vacations, snow days, illnesses, holidays or moving.

8. If a student is asked to leave or withdraws from the school, the undersigned is responsible for the prorated annual tuition through the end of the month in which the student withdraws.

9. Prepaid tuition will be refunded in full, minus all non-refundable money only if cancellation is made before May 1, 2017. If cancellation is made after May 1, 2017 and prior to school starting, prepaid tuition will be refund minus all non-refundable money. Cancellations made on the second day of school or after, item #7 will be followed. No tuition refunds will be given if student is withdrawn during the last sixty days of the school year. All cancellation/withdraws must be made in writing to School Principal - St. Mary Catholic School.

General Terms and Conditions:

10. Prior to enrollment a non-refundable Registration Fee (\$200.00 per student) must be paid to the School Office. This amount does not apply to the tuition amount. The Registration Fee is non-refundable for any reason, including but not limited to, a denial of a student's application.

11. The terms and conditions of the school's enrollment and other policy information, which may be provided to the student, are hereby incorporated into this agreement by reference.

12. It is further understood that the student and student's parents/guardians will read and abide by the policies and guidelines as documented in the St. Mary School Handbooks.

13. Volunteer Service Hours: All families are highly encouraged to volunteer their time and talents to the school and parish. Volunteer hours may be accumulated through chaperoning, lunch duty, fun fair, PTG events, Auction, classroom helpers, Middle School socials, CYO (only after your CYO requirement are fulfilled), Parish volunteering, etc. Accumulated volunteer hours will be from January 1 – December 31.

14. Eligibility for the Blue Knight Legacy Fund: All returning families who have completed 30 volunteer service hours, and 15 hours for families who are completing their first year, are eligible to apply for the Blue Knight Legacy Scholarship. This is a need based scholarship. Families must complete an online application and submit necessary supporting documentation to FACTS Grant and Aid Assessment by April 7, 2017.

15. Fundraising: All families with students enrolled in Preschool through 8th grade are highly encouraged to participate in fundraising.

16. I/WE understand that a place will be reserved for our student(s) only if the Registration Fee and this Tuition Contract are completed and submitted. I/We understand that acceptance of enrollment depends on student's successful completion of the current school year and on full payment of all tuition and other charges for the current and/or prior school years.

17. I/We understand that the school reserves the right to deny enrollment and/or expel a student whom it determines is unsuitable for enrollment.

Family Name: _____

Registration Fee: _____

Monday	Tuesday	Wednesday	Thursday
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Tuition Amount: _____

TUITION AGREEMENT AMOUNT: _____

Less any other Deductions: _____

I/We, the undersigned, have read and understand the Terms and Conditions of this Agreement for the enrollment for the 2017-2018 school year. I/We agree to abide by said Terms and Conditions and agree to fulfill the total financial obligation for payment of tuition as detailed above.

Signature of Parent/Legal Guardian/Other Date _____

Address **Phone**

Signature of Parent/Legal Guardian/Other Date _____

Address **Phone**