

ST. MARY'S HIGH SCHOOL TUITION POLICY SCHOOL YEAR: 2016-2017

1. THE TUITION RATE FOR THE 2016-2017 SCHOOL YEAR IS \$10,000. A NON-REFUNDABLE DEPOSIT OF \$250 DEPOSIT IS DUE UPON ACCEPTANCE TO SECURE YOUR PLACE BUT NO LATER THAN APRIL 1, 2016. YOUR ENTIRE DEPOSIT WILL BE APPLIED TOWARD YOUR TUITION
2. ALL FAMILIES SHALL BE EXPECTED TO MAKE TUITION PAYMENTS THROUGH SMART TUITION ACCORDING TO ONE OF THE FOLLOWING PAYMENT PLANS, ANNUAL, QUARTERLY OR MONTHLY. FAILURE TO CHOOSE ONE OF THESE PLANS WILL AUTOMATICALLY ENROLL YOU IN THE MONTHLY PLAN. EACH FAMILY'S PREFERRED METHOD OF PAYMENT MUST BE SUBMITTED EACH YEAR AT THE TIME OF REGISTRATION. OPTIONS FOR PAYMENT ARE AS FOLLOWS:
 - A. **FULL/ANNUAL PAYMENT:** UNDER THIS PLAN, THE ENTIRE AMOUNT OF TUITION IS PAID IN IN FULL ON OR BEFORE JUNE 1 2016
 - a. FOR FULL PAYMENT ON OR BEFORE **JUNE 1, 2016**. PLEASE CHECK HERE IF THIS IS YOUR CHOICE _____
 - b. FAMILIES MAKING FULL PAYMENT BY CHECK, MONEY ORDER, OR CREDIT CARD ON OR BEFORE **MAY 1, 2016 WILL RECEIVE A 2% DISCOUNT**. PLEASE CHECK HERE IF THIS IS YOUR CHOICE _____
 - i. IF PAYMENT IS NOT RECEIVED ON OR BEFORE MAY 1, 2016, THE 2% DISCOUNT WILL NOT APPLY. WHEN FULL PAYMENT HAS NOT BEEN RECEIVED ON OR BEFORE JUNE 1, 2016, THE FAMILY WILL BE CONTACTED BY THE TUITION OFFICE CONCERNING THE MISSED PAYMENT AND ALTERNATIVE TUITION PAYMENT ARRANGEMENTS MUST BE MADE.
 - B. **MONTHLY PAYMENTS:** THIS PLAN IS AN AUTOMATIC PAYMENT PLAN MADE THROUGH YOUR CHECKING ACCOUNT, STATEMENT SAVINGS ACCOUNT OR BY MAJOR CREDIT CARD. UNDER THIS PLAN, THE ENTIRE AMOUNT OF TUITION IS PAID MONTHLY OVER A TWELVE (12) MONTH PERIOD, BEGINNING JUNE 2016. FOR FAMILIES REGISTERING AFTER JUNE 1, 2016, THE TUITION AMOUNT OWED WILL BE DIVIDED OVER THE REMAINING MONTHS THROUGH MAY 2016. THOSE CHOOSING THIS PLAN WILL COMPLETE A PAYMENT AGREEMENT FORM TO AUTHORIZE THE AUTOMATIC MONTHLY PAYMENTS ON THE 5th _____, OR 15th _____ OF EACH MONTH. ST. MARY'S USES SMART TUITION TO HANDLE TUITION TRANSACTIONS. ALL FAMILIES MUST REGISTER WITH SMART TUITION. PLEASE CHECK HERE IF THIS IS YOUR CHOICE _____
 - a. MONTHLY PAYMENTS: FAMILIES WHO CHOOSE THE TWELVE (12) MONTH PAYMENT PLAN MUST BEGIN PAYING IN THE MONTH OF MAY. IF THEY SHOULD MISS A MONTHLY PAYMENT OR ONE IS REJECTED DUE TO INSUFFICIENT FUNDS, THERE WILL BE ASSESSED A \$45.00 FEE, AS WELL AS ANY POTENTIAL FEES FROM THEIR OWN FINANCIAL INSTITUTION. THE MISSED PAYMENT WILL BE AUTOMATICALLY REATTEMPTED BY SMART TUITION WITHIN 10 DAYS.
 - C. **QUARTERLY:** FOUR EQUAL PAYMENTS ARE DUE: May1, 2016, August 1, 2016, December 1, 2016, and March 1, 2017.
 - a. PLEASE CHECK HERE IF THIS IS YOUR CHOICE _____

TO ENROLL FOR SMART TUITION PAYMENTS GO TO:

WWW.ENROLLWITHSMART.COM SCHOOL CODE: **11384**

3. ALL FAMILIES ARE REQUIRED TO PAY THE ANNUAL TECHNOLOGY FEE OF \$200/STUDENT. THIS FEE IS DUE BY JUNE 1, 2016.
4. ALL FAMILIES ARE REQUIRED TO SELL 4 BASH FOR CASH TICKETS AT \$50 EACH FOR YOUR STUDENT. IF YOU HAVE MORE THAN ONE STUDENT ATTENDING ST. MARY'S, YOU ARE REQUIRED TO SELL 6 BASH FOR CASH TICKETS. YOU MAY OPT OUT OF SELLING BASH FOR CASH TICKETS AT THE COST OF \$200/STUDENT. PLEASE CHECK HERE IF YOU ELECT TO OPT OUT _____
5. REPORT CARDS (ELECTRONICALLY OR PAPER) WILL NOT BE DISTRIBUTED TO PARENTS OR STUDENTS WHEN ACCOUNTS ARE IN ARREARS.
6. IF A FAMILY IS 30 DAYS IN ARREARS THAT STUDENT(S) WILL NOT BE ELIGIBLE TO PARTICIPATE IN ANY NON-ACADEMIC EXTRA CURRICULAR ACTIVITES INCLUDING FIELD TRIPS, SPORTS, PERFORMING ARTS, STUDENT GOVERNMENT, ETC. THIS MORITORIUM WILL REMAIN IN EFFECT UNTIL THE STATUS OF THE ACCOUNT IS BROUGHT CURRENT. IF YOU ARE 30DAYS LATE MORE THAN TWICE IN ANY SCHOOL YEAR YOU RUN THE RISK OF LOSING ANY OR ALL TUITIION ASSISTANCE.
7. IF A TUITION ACCOUNT BECOMES TWO MONTHS IN ARREARS, A FORMAL LETTER WILL BE SENT EXPLAINING THAT A PAYMENT ARRANGEMENT MUST BE MADE WITHIN 10 DAYS, OR, AT THE DISCRETION OF THE ADMINISTRATION, THE STUDENT MAY BE ASKED TO WITHDRAW FROM SCHOOL UNTIL THE AMOUNT IN ARREARS HAS BEEN BROUGHT TO CURRENT STATUS. PAYMENT AGREEMENTS WILL BE APPROVED THROUGH THE BUSINESS OFFICE AND SIGNED BY THE PRESIDENT OF THE SCHOOL. FAILURE TO ADHERE TO THE TERMS OF THE WRITTEN PAYMENT AGREEMENT WILL RESULT IN FINAL ASSESSMENTS NOT BEING COMPLETED AND DISMISSAL OF THE STUDENT.
8. SHOULD A PAYMENT AGREEMENT NOT REMAIN CURRENT, ALL FINANCIAL AID MAY BE FOREFITED, THE STUDENT MAY BE ASKED TO WITHDRAW AND THE FINAL BILL INCLUDING ANY FEES AND ASSESMENTS WILL BE DUE UPON RECIEPT. FAILURE TO PAY CAN RESULT IN LEGAL ACTION (SEE POINT 9).
9. NO STUDENT WILL BE ABLE TO ENTER SCHOOL IN SEPTEMBER IF THERE IS A BALANCE DUE FROM THE PRIOR YEAR UNLESS A PAYMENT AGREEMENT IS SIGNED WHICH OUTLINES A PAYMENT PLAN TO BRING THE ACCOUNT TO CURRENT STATUS. SENIORS WHO HAVE A PRIOR YEAR'S BALANCE WILL NOT BE ABLE TO PARTICIPATE IN THE SENIOR TRIP REGARDLESS OF PAYMENT AGREEMENT.
10. REGARDING STUDENT ACTIVITIES: SENIORS WITH TUITION PAYMENTS IN ARREARS AS OF MAY 1ST OF THEIR GRADUATING YEAR WILL BE UNABLE TO HAVE FINAL ASSESSMENTS COMPLETED, AND WILL NOT BE ABLE TO PARTICIPATE IN SCHOOL ACTIVITIES INCLUDING GRADUATION AND THE PROM. IF ANY JUNIOR HAS A PRIOR YEAR'S BALANCE, THEY WILL NOT BE ALLOWED TO ATTEND THE PROM REGARDLESS OF A PAYMENT AGREEMENT (SEE POINT 6 FOR ADDITIONAL RESTRICTIONS).
11. ST. MARY'S HIGH SCHOOL RETAINS THE RIGHT TO RECOVER UNPAID TUITION THROUGH ANY AVAILABLE LEGAL MEANS, INCLUDING LEGAL ACTION OR USE OF A COLLECTION AGENCY. THE FULL COSTS OF SUCH RECOVERY, INCLUDING BUT NOT LIMITED TO ATTORNEY'S FEES, COURT FEES AND INTEREST, WILL BE ADDED TO THE AMOUNT TO BE RECOVERED IN SUCH CIRCUMSTANCES.
12. WHEN A STUDENT WITHDRAWS, VOLUNTARILY OR INVOLUNTARILY, TUITION WILL BE PRORATED FOR EACH SCHOOL CALENDAR MONTH OF ENROLLMENT BEGINNING WITH THE FIRST DAY OF THE MONTH. THE FIRST \$750 OF TUITION IS NON-REFUNDABLE. ONCE THE CALENDAR MONTH BEGINS, THE STUDENT WILL BE CHARGED FOR THE ENTIRE MONTH.
13. BILLING ARRANGEMENTS AND STATEMENTS DURING THE SCHOOL YEAR WILL PROVISIONALLY REFLECT FINANCIAL AID AND SCHOLARSHIP AWARDS. STUDENTS DO NOT VEST IN FINANCIAL AID AND SCHOLARSHIP AWARDS UNTIL THE LAST DAY OF THE SCHOOL YEAR AS THEIR AWARD IS CONTINGENT UPON SUCCESSFUL COMPLETION OF THE ACADEMIC YEAR.
14. UPON ENROLLMENT OF A STUDENT, ST. MARY'S INCURS SIGNIFICANT COSTS TO ENSURE APPROPRIATE STAFFING, TEXTBOOKS, AND SUPPLIES. ACCORDINGLY, UPON WITHDRAWAL, VOLUNTARILY OR INVOLUNTARILY, PRIOR TO THE END OF THE FULL ACADEMIC YEAR, AN EXIT FEE OF \$750 WILL BE ASSESSED TO THE STUDENT'S ACCOUNT.

Student's Name: _____ Parent or Legal Guardian _____ Signed _____ Date ____/____/____