

St. Mary's High School

TUITION & REGISTRATION POLICIES 2018-2019

STUDENT (last, first) _____
(Please print)

Grade entering: _____

The undersigned hereby accepts responsibility for tuition payment for the above named student at St. Mary's High School for the 2018-2019 school year. I attest that the student is of good moral character and that all information submitted on his/her behalf is correct to the best of my knowledge. I agree to abide by the payment terms set forth by St. Mary's High School as follows:

Payment of a **\$500** tuition deposit is **due at registration on Monday January 29, 2018**, is **NON-REFUNDABLE** and is deducted from your tuition. This payment secures your place in the class of 2022.

All families must register and create an account with Smart Tuition by April 1, 2018.

Tuition and Annual Charges

Tuition 2018-2019	\$11,000	(See below for timing)
Technology Fee	\$200	(Due June 1, 2018, Chrome Books will not be distributed until fee is paid)
Bash for Cash Tickets	\$200	(Prior to event, more information forthcoming)

A payment option must be designated from the choices below and submitted by **January 29, 2018**.
(Check one)

_____ 1. Set up pay in full option with Smart Tuition by **April 1, 2018**

_____ **May 1, 2018 with cash or check**, and receive a **2% discount**. ***

Note: If paying in full by May 1, 2018 by credit card, payment has to be processed **at St. Mary's**. If you go through Smart Tuition you will not receive the discount due to processing fees St. Mary's must pay, however you must still enroll in Smart Tuition and select invoice option for payments by **April 1, 2018**.

_____ 2. Set up quarterly automatic payments with Smart Tuition by **April 1, 2018**
(June 5th, September 5th, December 5th, and March 5th)

_____ 3. Set up a monthly automatic payment plan with Smart Tuition by **April 1, 2018**
(June-May, with the option of paying on the 5th or 15th of the month)

St. Mary's High School will accept **Visa, Master Card, American Express, and Discover** for tuition payment.

To Enroll for Smart Tuition Payments Go To:

www.enrollwithsmart.com School Code: **11384**

Student will not be able to select courses/enroll for the upcoming 2018-2019 school year until we have the signed tuition and registration policies form and **non-refundable** deposit.

Tuition Payment Policy

- No student will be allowed to start school in September 2018 unless they are current with tuition or prior arrangements have been made.
- In the event tuition payments are not current by the end of each quarter, your student will not be able to continue attending classes until your tuition is current or arrangements have been made. Additionally report cards will not be distributed until tuition is current.

- St. Mary's reserves the right to have your student be ineligible to participate in any non-academic extra-curricular activities including field trips, athletics, performing arts, student government, etc. if tuition is consistently in arrears or prior arrangements that were made are not honored.
- If the above conditions persist, St. Mary's reserves the right to request your student to be withdrawn from the school. If this is the case, a formal letter will be sent explaining that tuition must be brought current within 10 days. Failure to adhere to the terms of this formal letter will result in the dismissal of the student.
- When a student withdraws, voluntary or involuntary, tuition will be prorated for each school calendar month of enrollment beginning with the first day of the month. An exit fee of \$750.00 will also be required in order to receive your transcripts.
- **Final transcripts will not be released until all financial obligations, including any outstanding tuition and any fees have been satisfied.** St. Mary's reserves the right to recovery unpaid tuition through any available legal means, including legal action or use of a collection agency.

Late Payment

If a payment is received after the due date, a **late fee of \$50** will be assessed to your account (including families enrolled in Smart Tuition).

NSF Checks

Any check payments received that are marked non-sufficient funds will have an **insufficient fund fee of \$50** assessed.

FOR LEGAL PURPOSES, The PARENT(S) FINANCIALLY RESPONSIBLE FOR STUDENT MUST COMPLETE THE SECTION BELOW. IF NOT COMPLETED THIS FORM WILL BE RETURNED.

(Please print)

Father's Name _____
 Address _____ City _____ Zip _____
 Landline (____) _____ Cell (____) _____ Work (____) _____
 E-mail Address for tuition correspondence _____

I have read the above Tuition & Registration Policies form and agree to all the above terms. Sign below, retain a copy for your records and return the **signed** copy on **January 29, 2018 at registration.**

 Father/Guardian Signature _____ Date _____

(Please print)

Mother's Name _____
 Address _____ City _____ Zip _____
 Landline (____) _____ Cell (____) _____ Work (____) _____
 E-mail Address for tuition correspondence _____

I have read the above Tuition & Registration Policies form and agree to all the above terms. Sign below, retain a copy for your records and return the **signed** copy on **January 29, 2018 at registration.**

 Mother/Guardian Signature _____ Date _____