



# St. Mary's High School

## TUITION & REGISTRATION POLICIES 2023-2024

- PLEASE COMPLETE AND RETURN TO ST. MARY'S -

**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 2023-2024 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:

The Registration, Activity and Technology fees are **due by Thursday, January 26, 2023**. This registration fee is a tuition deposit that is **NON-REFUNDABLE** and is deducted from your tuition. This payment secures your student(s) place in the class of 2027 and can be made online at [Class of 2027 Registration](#) or in person, by appointment. To register in person, please contact the Dean of Student Life and Enrollment, Andrea Drabik at [adrabik@smhlancers.org](mailto:adrabik@smhlancers.org) or by calling 716-683-4824, extension 311.

**PLEASE NOTE: St. Mary's utilizes FACTS Management for tuition processing.**

### Tuition and Annual Charges

|                              |                 |   |
|------------------------------|-----------------|---|
| <b>Tuition 2023-2024</b>     | <b>\$13,300</b> | (See below for timing)  |
| <b>*Technology Fee</b>       | <b>\$300</b>    | (Due January 26, 2023, Chrome Books will be distributed at Orientation) |
| <b>*Activity Fee</b>         | <b>\$400</b>    | (Due January 26, 2023)  |
| <b>Bash for Cash Tickets</b> | <b>\$200</b>    | (Prior to event, more information forthcoming)                          |
|                              |                 | <i>*These fees are Non-Refundable</i>                                   |

An automated payment option through FACTS, must be designated from the choices below and submitted by **January 26, 2023**. (Check one)

- \_\_\_\_\_ 1. Pay in full by April 1, 2023 with **CASH or CHECK** in order to receive 2% discount.  
*\*Note: 2% discount is only applicable when paying with cash or check.*
- \_\_\_\_\_ 2. Pay in full by April 1, 2023 with credit card  
*\*Note: NO discounts apply when paying by credit card.*
- \_\_\_\_\_ 3. Set up quarterly automatic payments with FACTS by **April 1, 2023**  
(June 5<sup>th</sup>, September 5<sup>th</sup>, December 5<sup>th</sup> and March 5<sup>th</sup>)
- \_\_\_\_\_ 4. Set up a monthly automatic payment plan with FACTS by **April 1, 2023**  
(June-May, with the option of paying on the 5<sup>th</sup> or 15<sup>th</sup> of the month)

To set up your FACTS account, go to <https://online.factsmtg.com/signin/3FTCK>

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

Student will not be able to select courses/enroll for the upcoming 2023-2024 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 2023 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 deemed 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, voluntarily or involuntarily, tuition will be prorated for each school calendar month. If the student has attended any day within a month, that month's tuition remains due. An exit fee of \$800.00 is assessed upon withdrawal and is required to be paid prior to the transfer of transcripts. In the event a student disenrolls prior to the school year commencing, the exit fee remains applicable.
- **Final transcripts will not be released until all obligations have been satisfied. This includes the return of all textbooks, Chromebooks, sports uniforms and the payment of any outstanding tuition or fees.** St. Mary's reserves the right to recover 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 FACTs).

## 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 THIS FORM IS NOT COMPLETED IT 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 26, 2023 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. Submit this document online on **January 26, 2023 to secure registration.**

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date