**TUITION FOR STUDENTS IN KINDERGARTEN – GRADE 8**

**TUITION RATE 2017 - 2018**

**$4,650 – Per Pupil**

**$700 – Fundraising per family**

**\*\*Fundraising dollars exceeding $700.00 will not be applied to tuition.**

**GENERAL CHARGES**

**Registration: $100.00 per student**

**Graduation Fee: $200.00 (Grade 8 students only – due by the end of February)**

**TUITION POLICY**

All financial responsibility regarding tuition must be current in order for a student to participate in any after school activities, such as dances, after school clubs and after school sports, etc. **St. Mary School will not allow students to take final exams if there is an outstanding tuition or fundraising balance.**

Prompt tuition payments are vital to the life of the school. Please observe carefully the following regulations. Tuition payments are distributed over ten months. Payments begin in June and are to be completed by March. FACTS Management Company handles all tuition payments.

Tuition payments are due on the 5th or the 20th of the month, June – March.

**Conditions:**

1. No student will be allowed to begin class until three months tuition, June, July and August has been paid.
2. If for any reason tuition payments fall 60 days in arrears, students will not be permitted to attend school until the account is brought up to date.
3. Students who are absent from school for more than 10 days due to overdue tuition payments will be asked to withdraw from St. Mary School and official transfer papers will be processed.
4. No Kindergarten student or eighth grade student will be allowed to participate in graduation activities unless all bills are paid.

A ***penalty fee*** of $25.00 will be charged for ant check returned to us from the bank for insufficient funds. After two returned checks – we will no longer accept a personal check.

**FINANCIAL ASSISTANCE**

School families in need of assistance must adhere to the following procedure:

Any family needing assistance must apply to the Diocesan Tuition Assistance Program through FACTS Grant and Aid Assessment.

**TUITION REFUND POLICY**

The school’s expenses are incurred on an annual basis; therefore, the school is obligated to meet costs it cannot cancel because of student withdrawals.

1. Students who withdraw prior to the beginning of school will be charged one month’s tuition and the remainder will be refunded.
2. Students who withdraw prior to October 6 will be charged three month’s tuition and the remainder will be refunded. Students who withdraw after October 10 will be charged a full year’s tuition.
3. Refunds will not be considered until the parent/guardian has signed an official notice of transfer/withdrawal.
4. Students who leave school as a result of disciplinary action will not be granted a tuition refund.