



**ST. MARY'S**  
CATHOLIC SCHOOL

## Tuition Contract 2017 - 2018

Please print the following information

Father's First & Last Name: \_\_\_\_\_ Mother's First & Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Physical Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Telephone Home: \_\_\_\_\_

Father's Work: \_\_\_\_\_ Mother's Work: \_\_\_\_\_

Fathers' Cell: \_\_\_\_\_ Mother's Cell: \_\_\_\_\_

Father's Email: \_\_\_\_\_ Mother's Email: \_\_\_\_\_

Name of Person responsible for payment if different from parents:

Last: \_\_\_\_\_ First: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Students who will be attending St. Mary's Catholic School:**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Student Name \_\_\_\_\_ Grade \_\_\_\_\_

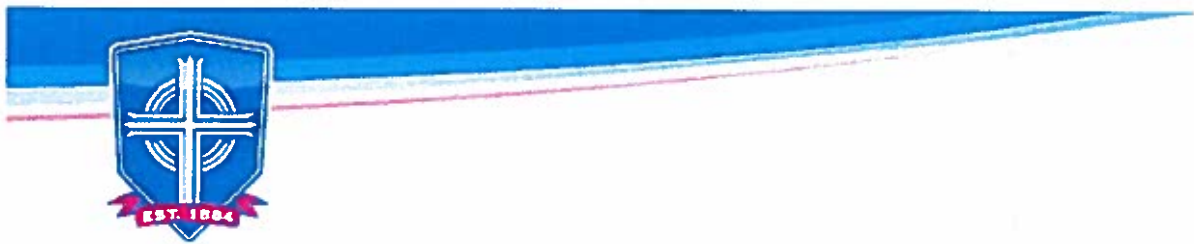
Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Student Name \_\_\_\_\_ Grade \_\_\_\_\_

**Are you an Employee of St. Mary's School?**  Yes  No

**Registered Parishioner?**  Yes  No

\*Family must be registered with a local Catholic parish to receive Catholic rate

**Which Parish?**  St. Mary's  Holy Trinity  St. Joseph's  Holy Family



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### Registration

- Registration fee per family is \$150.00 - a \$75.00 dollar deposit is required. If you end up not attending St. Mary's Catholic School your deposit will not be returned. If you do attend St. Mary's Catholic School, the \$ 75.00 will be applied towards your registration fee, and the remaining \$75.00 balance is due. The balance may be combined with your installment payment computation.
- Book/Seat fee \$250 per child: Number of Children: \_\_\_\_\_ X \$250= \_\_\_\_\_  
*Book/Seat Fee can be rolled into tuition cost and be paid with tuition payments.*  
 Do you wish to roll your book/seat fee into your installment payment computation?  
 Yes  No

### Tuition Fees

	Catholic	Non-Catholic
PK 3 & 4	\$ 4920.00	\$ 5460.00
K - 5	\$ 3500.00	\$ 4280.00
Middle School	\$ 3750.00	\$ 4530.00

Students must be 3, 4, or 5 years of age on or before the 15<sup>th</sup> of September of the enrolling year and toilet trained.

**\*Please list your children below in chronological order from youngest to oldest**

Grade	Student Name	Age	Tuition Rate	Discount	Total
				-	
				\$250.00	
				\$500.00	
				\$750.00	
				\$1000.00	
				\$1500.00	

### \*For Office Use Only

Amounts paid at registration:

Registration Amount Paid \_\_\_\_\_  
 Book/Seat Amount Paid \_\_\_\_\_  
 Tuition Amount Paid \_\_\_\_\_  
 Total Paid \$ \_\_\_\_\_

Tuition Total \_\_\_\_\_  
 Registration Fee \_\_\_\_\_  
 Book/Seat Fee \_\_\_\_\_  
 Grand Total \$ \_\_\_\_\_



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Please select a method of payment even if you are planning on applying for Tuition Assistance

Pay tuition balance in full on or by September 8, 2017 and receive a 3% discount.

Monthly Installment Payment by automatic debit from bank account or credit/debit card.

September 15<sup>th</sup> through June 15<sup>th</sup>, 10 equal payments

September 1<sup>st</sup> through May 1<sup>st</sup>, 9 equal payments

September 1<sup>st</sup> through May 15<sup>th</sup>, (1<sup>st</sup> & 15<sup>th</sup>) 18 equal payments

September 1<sup>st</sup> through June 1<sup>st</sup>, 10 equal payments

September 1<sup>st</sup> through June 15<sup>th</sup>, (1<sup>st</sup> & 15<sup>th</sup>) 20 equal payments

Payroll Deduction - *School Employee Only*

**NOTE:** Payments are applied first to any unpaid registration fees, next to any unpaid book/seat fees, and then to unpaid tuition.

- **NEW TUITION ASSISTANCE PROCESS STARTING 2017 - 2018 SCHOOL YEAR.**

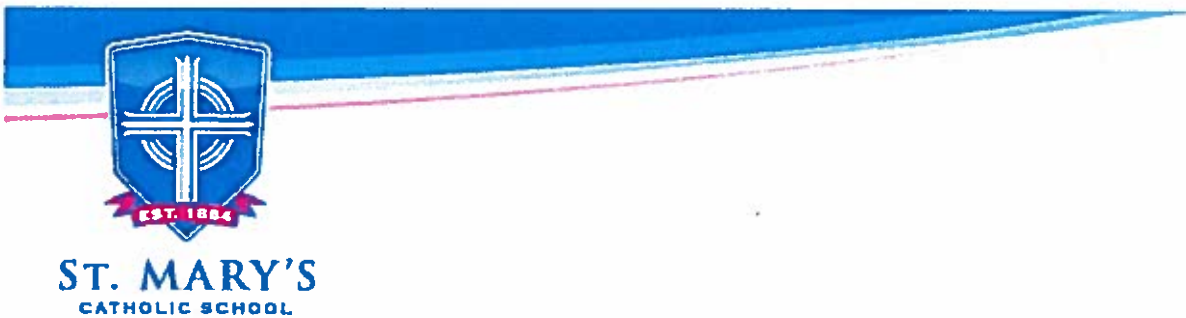
Are you going to apply for Tuition Assistance?                      YES                       NO

All applicants will fill out a Tuition Assistance Application and attached budget form and supply prior year tax returns and current pay stubs.

- Applicant information will be calculated using a debt to income scale that will be reviewed by the assistance committee which will determine an assistance amount for you.
- Tuition Assistance committee meetings will be held the first week of May, June, July, August, and September. All completed applications received up to those dates will be reviewed. Applicants will be notified as soon as possible after the committee meetings on the decisions of the applications.
- The amount of assistance given by the tuition committee is final.

**Failure to pay as negotiated:**

- Payment of tuition and fees are due as specified in the payment schedule/tuition contract.
- Payment is expected on or before the scheduled due date. There will be a service charge of \$25.00 for all non-sufficient funds.
- Failure to make accounts current, reschedule payments, or renegotiate tuition may result in dismissal of the child(ren) from St. Mary's Catholic School.
- Collection efforts of delinquent accounts will continue after removal of the student from school.
- Student records will not be released until account balances are paid in full.
- All expenses, including attorney fees, related to the collection of outstanding and/or overdue accounts will be added to the balance owed on delinquent accounts.



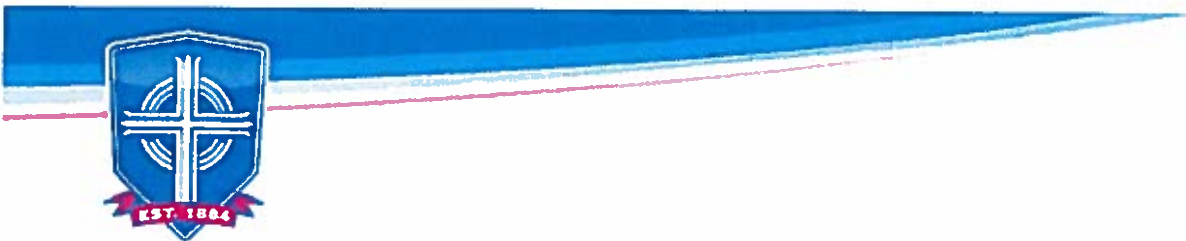
## Tuition Contract 2017 - 2018

### Stewardship and Fundraising Conditions

- Fundraising** – Each family must raise **\$300.00** through approved fundraising efforts to be determined by the school or you may pay the **\$300.00**.  
 I/We will raise **\$300.00** by assisting in fundraising activities or will pay the difference between the total our family raises and **\$300.00** by **May 1, 2018**.  
 I/We will make a separate contribution of **\$300.00** to be paid by **May 1, 2018**.
- Stewardship (Time, Talent and Treasure)** – To keep school costs to a minimum, St. Mary's Catholic School depends on stewardship hours to meet its many operating needs. Each Family is expected to volunteer a minimum of 50 Stewardship Hours. **Of the 50 Stewardship Hours, 5 hours are required for Winefest and 10 hours are required for Fanfare for Education.** All volunteers must have an approved **Diocese of Cheyenne Background Check** on file and have attended the **Diocesan Safe Environment Training**.  
 I/We will perform a total of **50 Stewardship Hours** or pay **\$10.00** per hour for each hour below the **50 hours** obligation by **May 24, 2018**.  
 I/We will make a contribution of **\$500.00** in lieu of our Stewardship Hours to be paid by **May 24, 2018** for our Stewardship Hours.
- Safe Environment Training- Diocesan requirement.**

### Withdrawal Guidelines

- Families must notify the school in writing if a student is to be withdrawn from St. Mary's Catholic School.
- Upon withdrawal of any student, the Tuition account balance shall be paid to (refunded by) the school. The Tuition account balance on the withdrawal date shall equal a recalculated tuition amount based on the number of school days though the withdrawal date as a percent of the number of school days in the school year, less payments of Tuition though the withdrawal date. Full payment (or refund) shall be due no later than 45 days after the withdrawal date.
- Upon the withdrawal of any student, all other amounts to/from the school shall be settled, including lunch account, extended care account, stewardship and fundraising obligations pro-rated through the withdrawal date, fines, fees, and assessments. The net amount shall be paid to (refunded by) the school no later than 45 days after the withdrawal date.
- The school will not forward records for students who withdraw with an outstanding balance.
- If you are setup with automatic payment any balance due will be taken as authorized from the account on file 45 days after withdrawal. These fees would include, book damage, volunteer hours, fundraising, lunch, AM care, PM care and library.



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I agree with and accept the tuition and fees as indicated within this contract and I understand and accept the Stewardship and Fundraising Conditions of this contract.

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Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date

**\*For Office Use Only**

Amount of Tuition Assistance if applicable \$ \_\_\_\_\_

\_\_\_\_\_ Date





**ST. MARY'S**  
CATHOLIC SCHOOL

Thank you for making regular tuition payments to the School by direct ACH. Please complete, sign and return this from to the school, giving it the necessary authority and information to begin the process as you direct.

### AUTHORIZATION FOR CREDIT/DEBIT CARD

I (we) authorize the ST. MARY'S CATHOLIC SCHOOL ("School") to electronically debit my (our) account (and if necessary, electronically credit my (our) account to correct erroneous debits) from my (our) credit/debit card

Name as it appears on card \_\_\_\_\_

Card Type: Visa [ ] Mastercard [ ] Amex [ ] Discover [ ]

Card Number: \_\_\_\_\_

CVV code 3-digit code on back of card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

The purpose of the authorization is for regular payments of net Tuition due to the School for the school year 2017 – 2018 on the (mark one):

- 15<sup>th</sup> day of each month, beginning September 15<sup>th</sup> through June 15<sup>th</sup> (10 payments),
- 1<sup>st</sup> and 15<sup>th</sup> days of each month, beginning September 1<sup>st</sup> through May 15<sup>th</sup> (18 payments),
- 1<sup>st</sup> day of each month, beginning September 1<sup>st</sup> through May 1<sup>st</sup> (9 payments),
- 1<sup>st</sup> day of each month, beginning September 1<sup>st</sup> through June 1<sup>st</sup> (10 equal payments), or
- 1<sup>st</sup> and 15<sup>th</sup> days of each month, beginning September 1<sup>st</sup> through June 15<sup>th</sup> (20 equal payments)

and continuing until modified or revoked. I (we) understand that this authorization will remain in full force and effect until I (we) notify the School that I (we) wish to modify or revoke this authorization.

- If I (we) withdraw our child during the school year, any amount owed will be charged to the authorized card 30 days after withdrawal.
- At the end of the School year any amount owed will also be invoiced and charged to the authorized card.
- The amount owed will include any balances for lunch, aftercare, morning care, tuition, volunteer and stewardship hours, and library fees.

Phone No(s): \_\_\_\_\_

Signature(s): x \_\_\_\_\_ Date: \_\_\_\_\_

x \_\_\_\_\_ Date: \_\_\_\_\_



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Thank you for making regular tuition payments to the School by direct ACH. Please complete, sign and return this from to the school, giving it the necessary authority and information to begin the process as you direct.

**AUTHORIZATION FOR DIRECT PAYMENT VIA ACH**

I (we) authorize the ST. MARY'S CATHOLIC SCHOOL ("School") to electronically debit my (our) account (and if necessary, electronically credit my (our) account to correct erroneous debits) from my (our) bank account as follows:

Checking Account or  Savings Account (select one) at my (our) bank described below:

Bank Name: \_\_\_\_\_

Bank Routing Number (9-digits): \_\_\_\_\_

My (our) Account Number: \_\_\_\_\_

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- At the end of the School year any amount owed will also be invoiced and debited from the authorized account.
- The amount owed will include any balances for lunch, aftercare, morning care, tuition, volunteer and stewardship hours, and library fees.

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No(s): \_\_\_\_\_

Signature(s): x \_\_\_\_\_ Date: \_\_\_\_\_

x \_\_\_\_\_ Date: \_\_\_\_\_