



Tuition Contract 2022 - 2023

Please fill in the information below and then print, sign and return this document

Father's First & Last Name: _____ Mother's First & Last Name: _____

Mailing Address: _____ City _____ State _____ Zip Code _____

Physical Address: _____ City _____ State _____ Zip Code _____

Telephone Father's Home: _____ Work: _____ Cell: _____

Mother's Home: _____ Work: _____ 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 _____

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 the Catholic rate.**

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



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Registration

- A non-refundable registration fee per family of \$150.00 is due at registration. If application is denied, a full refund will be given.

Book/Seat Fee

- Book/Seat fee is \$250 per child: Number of Children: _____ X \$250= _____

Tuition Fees

	Catholic	Non-Catholic
PK 3 & 4	\$ 5700.00	\$ 6250.00
K – 6 th grade	\$ 4200.00	\$ 5000.00

Students must be 3, 4, or 5 years of age on or before the 1st of August 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	

Tuition Total \$ _____
 Registration Fee \$ _____
 Book/Seat Fee \$ _____
 Total \$ _____

*For Office Use Only

Registered with FACTS: Yes No

Amounts Paid at registration:

	Online	Other
Registration Amount	\$	\$
Book/Seat Amount	\$	\$
Tuition Amount	\$	\$
Total Paid	\$	\$



Tuition Contract 2022 - 2023

Please select a method of payment for tuition.

All payment methods by automatic debit from bank account (ACH) or credit/debit card will be processed through FACTS Management Co. Payor will be responsible for all credit/debit card charges (currently 2.95%). Payments made via ACH have a 0% service fee assessed to payor. Dependent upon tuition payment plan, families will be charged a \$20 FACTS enrollment fee for two or less tuition payments or a \$50 FACTS enrollment fee for three or more tuition payment. Payment of FACTS enrollment fee is required prior to processing any tuition payments.

- Pay tuition balance in full on or by September 2, 2022 **and receive a 3% discount.**
- 2 payments at beginning of each semester, due September 2, 2022 and January 17, 2023
- 4 quarterly payments at beginning of each quarter, due September 2, 2022, October 24, 2022, January 17, 2023 and March 20, 2023.
- 10 equal payments, September 15, 2022 through June 15, 2023
- Payroll Deduction - *School Employee Only*

NOTE: If requesting alternative payment schedule, please contact front office. Payments are applied first to book/seat fees and then to unpaid tuition.

● TUITION SCHOLARSHIP FOR 2022 - 2023 SCHOOL YEAR.

Are you going to apply for Tuition Scholarship? YES NO

All applicants will fill out a Tuition Scholarship Application, 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 Scholarship Committee which will determine an assistance amount for you.**
- **Scholarship 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 with all decisions 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 \$30.00 for all insufficient funds (NSF).**
- **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.**



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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 5, 2023**.
 I/We will make a separate contribution of **\$300.00** to be paid by **May 5, 2023**.
- 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 taken the **online 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 5, 2023**.
 I/We will make a contribution of **\$500.00** in lieu of our Stewardship Hours to be paid by **May 5, 2023** 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 through the withdrawal date as a percent of the number of school days in the school year, less payments of Tuition through 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 within 45 days after withdrawal. These fees would include, book damage, volunteer hours, fundraising, lunch, AM care, PM care and library.



Tuition Contract 2022 - 2023

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.

Parent/Guardian Signature Date

Parent/Guardian Signature Date

***For Office Use Only**

Amount of Scholarship if applicable \$ _____
Date