



SAINT MARTHA SCHOOL
TUITION PAYMENT POLICIES 2019-2020



The *Tuition Payment Policies 2019-2020* sets forth the tuition payment policies and family obligations of Saint Martha School. In order for your registration to be processed for the '19-'20 school year, you must complete and sign this and return it to the school office along with the 2019-2020 Family Re-enrollment Registration Form, and the \$50.00 nonrefundable registration fee.

<u>Students' Names</u>	<u>Grade in 2019-20</u>

Tuition Payment Obligations

- The \$50 Family Registration Fee is non-refundable and is due at the time of registration (Cash or check payable to Saint Martha School – payment is made to/at the School Office).
- All families must enroll with Smart Tuition. Your registration is not complete until you have set up your tuition payment account with Smart Tuition. An annual \$50 Smart Tuition Enrollment Fee will be applied to your account.
- All lunch, field trip, sports, school clubs, or school related fees and payments will be handled by Smart Tuition.
- In order for families to qualify and receive *Contributing Parishioner Tuition Rates* families must have submitted a completed and signed Parishioner Affiliation Form to the school office prior to the start of the school year. Families will be charged *Other Denomination/Non Parishioner* tuition rates if this form is not on file or upon verification that a family is not in compliance with the Parishioner Affiliation requirements outlined on the Parishioner Affiliation Form.
- Admission into school for the '19-'20 school year will be denied if tuition payments are not current prior to the start of the new school year. Students will not be allowed to begin the third trimester in March 2020 if tuition payments are not current at that time.
- Each family is responsible for selling \$ 100.00 worth of raffle tickets to benefit our Annual Fall Festival in September 2019. If all tickets are not sold and turned in the remaining amount will be applied to your Smart Tuition account.
- Each family is responsible for completing 15 hours of volunteer service throughout the school year their child(ren) is attending Saint Martha School. If these hours are not completed by the end of the current school year the family will be billed to their Smart Tuition Account at a rate of \$20.00 per hour not completed.
- Re-Enrolling students: You will remain current with your 2018-2019 tuition payments; otherwise, your registration for the 2019-2020 school year will be returned and your child(ren) will not be guaranteed a place in Saint Martha School.
- Eighth grade students whose tuition obligations are not satisfied in full will not be permitted to participate in the Eighth Grade Graduation activities.

Early Withdrawal Policy

If you withdraw a child from Saint Martha School, you agree to the following:

Withdrawal Date

Prior to 1st day of School
 Prior to January 1st 2020
 January 1 - End of School Year
 If Student is Expelled

Your Tuition Obligation

Family Registration Fee
 Family Registration Fee + 50% of Tuition and Fees
 Family Registration Fee + Full Tuition and Fees
 Family Registration Fee + Full Tuition and Fees

If your family received tuition assistance for the '19-'20 school year, the amount applied will be prorated depending upon the amount of time your child(ren) attended school prior to their withdrawal. If a refund is due after withdrawal, Saint Martha School will send that refund within 30 days of the withdrawal date.

I/we have read and understand the terms set forth in the Tuition Payment Policies and I/we agree to be bound by its terms and conditions. I/we attest that I/we am/are financially responsible for the child(ren) enrolling at Saint Martha School for the 2019-2020 school year. Once all forms and documents have been received by the school office in order to set a families tuition, a *Tuition Payment Contract* will be mailed to families outlining their individual Tuition Payment obligations which will then need to be signed and returned to the school office.

Printed Name (Please print clearly): _____

Printed Name (Please print clearly): _____

Signed: _____ Date: _____
 (Parent/Guardian)

Signed: _____ Date: _____
 (Parent/Guardian)