



ST. MARY'S CATHEDRAL SCHOOL
1200 S. Washington, Amarillo, Texas 79012

2018-19 CONTRACT AGREEMENT

The Parent(s)/Guardian(s) of students enrolled shall complete the online registration that includes this contract agreement. In consideration of the acceptance of this agreement, the undersigned parent(s)/guardian(s) agree to the Tuition Plan as described herein and to make payments according to the agreement and in full compliance with the Tuition Payment policy of St. Mary's Cathedral School.

I. CONTRACT PLAN/PAYMENT CHOICES – rates given are for the entire school year. You may choose to pay the full amount at once or set up a payment plan that is divided by 12 months, 10 months, or two payments. (**NOTE:** If enrolling after the school year has started fees will be prorated according to the daily rate.)

<u>PLAN</u>	<u>10-MONTH PLAN</u>	<u>ANNUAL FEE</u>
• Montessori – Full Day	\$499.00	\$4,986.00
• Montessori – Half Day	\$398.00	\$3,980.00
• Elementary – Catholic	\$411.00	\$4,108.00
• Elementary – Catholic (multi child)	\$329.00	\$3,286.00
• Elementary – Non-Catholic	\$522.00	\$5,216.00
• Elementary – Non-Catholic (multi child)	\$417.00	\$4,173.00

MULTI CHILD DISCOUNT is for students enrolled in Kindergarten – 5th grades. Oldest child is full price; 20% discount on each additional child in elementary.

II. PAYMENT POLICY - The School Advisory Board implemented the following procedures for tuition collection:

- 1) St. Mary's Cathedral School uses FACTS Tuition Management for payment processing. All families must set up an account at FACTSmtg.com.
- 2) All payments will be processed by FACTS and families can pay their tuition bill in one of 3 ways.
 - a) Full payment of tuition using FACTS due August 6 or August 20, 2018. Setup Cost is \$20 (setup cost is a one-time fee per year, per family).
 - b) Two payments using FACTS due on August 6 or August 20, 2018 and January 7 or January 22, 2019. Setup Cost is \$20 (setup cost is a one-time fee per year, per family).
 - c) 10 or 12 monthly payments with FACTS beginning in August. Payments are due on the 5th or the 20th of the month. Setup cost is \$50 (setup cost is a one-time fee per year, per family).
- 3) Statements will be sent out electronically each month through FACTS. All accounts must be kept current. An overdue account may result in your child(ren) being withdrawn from the school. Unusual circumstances are subject to review by the Finance Committee.
- 4) Save \$100.00 per child if paying for the whole year in full by August 6th.
- 5) The School is entitled to full payment of the year's tuition, fees, and charges, and no adjustment of the tuition will be made in any circumstance including absence, withdrawal or dismissal of students during the school year without justifiable cause. A refund would be subject to approval by the Finance Committee.

III. FEES (non-refundable)

Registration Fee: \$225.00 (\$200.00 if paid by 3/6/18) per child **will be billed as an incidental charge through FACTS upon completion of enrollment.** Registration fee will NOT be prorated. The registration fee covers school supplies and \$10.00 for Home School Association.

NOTE: The registration fee will be waived if the Montessori student has a sibling enrolled. If both siblings are enrolled in Montessori, the registration fee will be waived for the second child.

School provided lunches are billed through FACTS as incidentals on a monthly statement. Other incidental charges billed through FACTS which may apply to your account are Hands On Science, Extended Day, HSA charges, etc...

- IV. ADMISSION STATEMENT** - Regardless of the time of year, a new student entering St. Mary's Cathedral School must bring his/her immunization records, birth certificate, baptismal certificate (if applicable) as well as a former report card and letter of recommendation if coming from another school. Following an assessment procedure by the teacher and principal, a decision is made as to acceptance.

All Montessori students must be at least 3 years old and **completely potty trained** before beginning the program. Following consultation with the director, a decision is made as to acceptance.

Any other necessary records will be requested from the previously attended school. In the case of a transfer from a Catholic school to St. Mary's, all fees and tuition due to the previous school must be paid.

- V. STUDENT PLACEMENT** – Once a student has been assigned to a particular classroom, that student will not be allowed to change to another section of the same grade because of his/her own preference or that of the parent(s) or guardian(s). In rare cases where a change may be necessary, the decision is an administrative one.
- VI. STEWARDSHIP** – The reward for the hours spent at school includes the knowledge that the child(ren) see your witness, that you care about their school, and that the school and therefore the child(ren) benefit.

The tuition paid does not cover all the services necessary to educate the child(ren) and operate the school. We ask for your time and talent to help support the economy of the school. Your 40 volunteer hours are required to operate the school for the benefit of the students.

Carnival volunteer hours may count toward the required 40 hours. **Families are responsible for the sale or purchase of 10 tickets (\$25.00/ticket). You will be charged for any unsold tickets. Due to the size of the event, every family is required to work a shift at carnival.**

- VII. STUDENT INSURANCE** – Students not covered under a parent's /guardian's health insurance are strongly urged to obtain appropriate coverage. St. Mary's Cathedral School shall not be liable to anyone including any student or his/her parent or guardian, on the theory of liability, including the sole or concurrent negligence of St. Mary's Cathedral School or its employees, for any injuries or damages to any students.
- VIII. PARTICIPATION** – In becoming members of our Catholic School Family, students are required to participate in all religious activities including but not limited to Mass, Adoration, prayer services, and programs regardless of the child or parent's religious preference.
- IX. AGREEMENT** – I/We promise to pay the sums set forth here and in any related registration material for our child(ren) on the dates required herein, and to comply with the tuition payment policy and all terms set forth in this enrollment contract and note agreement.