

ST. MARY SCHOOL TUITION POLICY

It is the policy of St. Mary School to require that parents/guardians sign a tuition agreement at the time of student(s) registration each year. To ensure proper management of the school, tuition must be paid in a timely manner. This agreement holds parents/guardians responsible for tuition payments and any other collection fees incurred should tuition become delinquent.

Terms and Conditions of the Tuition Agreement:

1. All tuition is due on the 15th of each month; beginning in July through June using the FACTS Tuition Management system. A 2% discount is applied on base tuition only if the FACTS online account is completed and tuition is paid in full by June 1. Discounts are not taken on fees.
2. FACTS enrollment is required by each family. You can access FACTS through the St. Mary School website: www.sms-ky.org and clicking on the FACTS button in the upper right hand side of the home page.
3. Tuition is established each year based on a formula including the operational budget of the school.
4. A payment schedule has been established for the payment of tuition with the first payment in July and the last payment in June. If tuition is greater than 45 days in arrears, you will be required to communicate with the pastor and principal. After 90 days, if good faith efforts to bring tuition payments current are lacking, the school reserves the right to withhold academic records and/or dismiss the student(s) from St. Mary School. Once a student has been removed from the school's enrollment, a new application must be submitted before the student can be re-admitted and the past due amount must be paid in full.
5. If an emergency occurs during the year, which may delay or restrict a parent's ability to pay tuition in a timely manner, it is required that you contact the pastor and principal to discuss an alternate method of payment.
6. Unpaid Registration Fees will be rolled into FACTS as of August 15.
7. St. Mary School uses a financial assistance program through FACTS to assist St. Mary families who need financial help in order for them to send their child(ren) to St. Mary School. Limited financial assistance is available. Families who are requesting financial assistance will not be held accountable for tuition payments until such a time as the amount of financial assistance for the year has been determined and conveyed to them in writing. Tuition assistance requests must be submitted by April 15 to assure consideration. There is an application fee of \$30 to apply for financial assistance that will be collected by FACTS at the time of application. If you have any questions, please contact Jennifer Hollon, bookkeeper, at jhollon@cdlex.org before visiting www.factstuitionaid.com.
8. All tuition payments are non-refundable.

By signing this agreement, I acknowledge that I understand the terms outlined above:

Parent/Guardian Date Parent/Guardian

Parent/Guardian Date Parent/Guardian

Student Name(s) _____