St. Mary's Elementary School
2 St. Mary's Hill, Lancaster, NY 14086 | 716-683-2112 |www.smeschool.com

Tuition Policy

All families are required to make tuition payments according to one of the following payment plans. Options for payment shall include:

- Annual Payment - Full payment of tuition directly to the school office by check, cash or credit card by July 15, 2017
- Quarterly Payment – Payment of tuition directly to the school office by check, cash or credit card by July 15, 2017, October 15, 2017, January 15, 2018 and April 15, 2018
- Monthly Payment – Payment of tuition directly to the school office by check, cash or credit card by the 15th of each month beginning July 15, 2017 through April 15, 2018

*Note: Post-dated checks will not be accepted.

Late Payments

Tuition payments not received within 10 days of the due date will be considered late and will be assessed a $25 late fee.

Returned Checks

A fee of $35.00 will be assessed to a tuition account for checks that do not clear and are returned by the bank. When replacing a returned check, it must be paid by a money order, bank check, cash or credit card payment.

Non-Admission of Students due to Default in Payment of Tuition

Families who fail to pay tuition according to any agreement that they made with St. Mary's Elementary or who have been unwilling to make alternative arrangements will be notified that their student(s) will not be allowed to attend St. Mary's Elementary until payment is current. Parents/Guardians will not have access to their student(s) grades on Parent Portal if a tuition account is in arrears. All families must be current in their payment of tuition:

By August 25:
If not, student(s) may not be admitted on the first day of school.
By December 19:
If not, students may not be readmitted after Christmas vacation on the first day of class in January until tuition payments are current.
By April 25:
If not, students may not be allowed to attend class as of May 1 and registration will not be accepted for the following year.
By May 25:
If not, students may be excluded from participating in end of school year activities, field trips, graduation ceremonies, receiving of transcripts, and final report cards.

Withdrawal

The cost of your child's education is a full school year expense. Please note books are purchased, teachers are hired, and classrooms are prepared in anticipation of each student's full-year enrollment. As a result, St. Mary's Elementary has specific policies and guidelines regarding students who withdraw from the school. Families withdrawing their student(s) prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the upcoming school year. Families who withdraw their student(s) before the end of the school year are financially responsible to pay the tuition up to and including the month of withdrawal. Registration, technology, book fees and financial aid are not considered tuition payments and will not be refunded in the event of a withdrawal. There is no tuition refund for students expelled for disciplinary reasons.

St. Mary's Tuition Policy Continued

Tuition Assistance

<u>St. Mary's Elementary School Tuition Assistance Program</u> is available for families with students attending K - 8 who receive the parishioner rate on their tuition contact and are members in good standing in terms of financial support and attendance at their home parish. Applications are available at the school office. This need-based assistance is funded by an annual donation from The Galasso Foundation. A letter of request, specific financial documentation, a description of monthly expenses, and the completed application are requested before August 15, 2017. Please contact Mrs. Kwitowski, ext. 124, if your family circumstances change and a need arises during the school year.

<u>BISON Fund</u> is a privately funded tuition assistance program offering partial tuition assistance to low income families for students attending K - 8. More information may be found at www.bisonfund.com or by calling 716-854-0869.

However, since circumstances often are unpredictable, families should not hesitate to inform the school of their need whenever it may arise during the school year. For the sake of our families and the general financial stability of our school, we encourage parents/guardians to contact Mrs. Jezuit in the tuition office or
 Mrs. Kwitowski, Principal, as soon as possible when they are experiencing economic difficulties. We will always be willing to work with you.

Parishioner vs. Non-Parishioner Tuition Rate

By meeting the following criterion, families are considered active parishioners and qualify to receive parishioner rate status for students in K – 8:

1) Families must be registered at a parish without a school or registered at St. Mary of the Assumption parish.
2) Families are encouraged to attend Mass on a weekly basis and worship in the parish faith community.
3) It is expected that families receiving the parishioner status contribute financially to the parish in their weekly offering.
4) **Note: Pre K families** will receive the parishioner rate if they meet the criterion above and are registered parishioners of St. Mary's of the Assumption parish *only*. The Non-Admission of Students due to Default in Payment of Tuition Policy stated on page 1 also applies to Pre K families.

Recommendations for Parishioner Rate:
- **Service Hours Recommendation – 30 hours of service per school year is recommended. Service hour opportunities begin July 1, 2017 and end June 30, 2018**. Active involvement by SME families is necessary to keep school expenses to a minimum, encourage community involvement, and assure continued success of our school. Service Hours recommendation includes at least 10 Service Hours dedicated to a major fundraiser **(Candy Bar, Scrip, MEGA Raffle, Autumn Gold, and Golf Tournament).**

- **Recommended Fundraising Participation - Autumn Gold sell/purchase (3) $50 tickets, Mega Raffle sell/purchase (2) $100 tickets, Golf Tournament sell/purchase (10) $5 tickets, and Candy Bar Sale sell/purchase (1) box of candy**

01/25/17