

# ST MARY'S ELEMENTARY SCHOOL

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Lancaster, NY 10486-2033  
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“...visible examples of gospel living”

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## Payment Policy

### 2018-2019

All families are required to make tuition payments according to one of the following payment plans. Credit card payments are accepted for tuition payments only. 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, 2018
- Quarterly Payment – Payment of tuition directly to the school office by check, cash or credit card by July 15, 2018, October 15, 2018, January 15, 2019 and April 15, 2019
- Monthly Payment – Payment of tuition directly to the school office by check, cash or credit card by the 15<sup>th</sup> of each month beginning July 15, 2018 through April 15, 2019
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\*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 may 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. Credit card payments are accepted for tuition payments only.

### Non-Admission of Students due to Default in Payment of Tuition, Fast Club, Fundraising, etc...

Families who fail to pay Tuition, Fast Club, Fundraising, etc... according to any agreement that they made with St. Mary's Elementary School 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 School until their accounts are current. Parents/Guardians will not have access to their student(s) grades on parent portal if a tuition account is in arrears and records will not be released. All families must be current with their payment of Tuition, Fast club, Fundraising, etc....

#### **By August 25:**

If not, student(s) may not be admitted on the first day of school until their Tuition, Fast Club, Fundraising accounts etc...are current.

#### **By December 19:**

If not, students may not be readmitted after Christmas vacation on the first day of class in January until their Tuition, Fast Club, Fundraising accounts etc...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 until their Tuition, Fast Club, Fundraising accounts etc...are current.

#### **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 until their Tuition, Fast Club, Fundraising accounts etc...are current.

### 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

School 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. Commitment 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. Commitment Fees are non-refundable and non-transferrable.

### Tuition Assistance

St. Mary's Elementary School Tuition Assistance Program is available for families with students attending grades K – 8. Applications are available per request from tuition 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 must be turned into the Tuition Office for consideration. Please contact Nancy Jezuit, Director of Student Affairs at 683-2112 x121 or Jezuitn@smeschool.com if your family circumstances change and a need arises during the school year.

**BISON Fund** 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](http://www.bisonfund.com) or by calling Cindy McDonald at 716-854-0869 ext. 1.

However, since circumstances often are unpredictable, families should not hesitate to inform the tuition office 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 Nancy Jezuit in the tuition office or Mrs. Kwitowski, Principal, at 683-2112 x124 or [Kwitowskik@smeschool.com](mailto:Kwitowskik@smeschool.com) as soon as possible when they are experiencing economic difficulties. We are always happy and 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 Roman Catholic 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 rate 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 Payment Policy also applies to Pre-K families.
- 5) **NON-AFFILIATE RATE:** A non-affiliate is either a non-Catholic, a Catholic not registered at any parish, or a member of another parish with no CTGP verification of parish membership form on file.

### Fast Club

All Fast Club payments are due on a bi-weekly basis and are expected to be paid in full by the due date indicated at the bottom of your Fast Club statement. Charges are based on a cumulative number of hours for services rendered on a weekly basis. Weekending dates are used as the posting date for all weekly charges. If paying by check, please issue a separate check made payable to St. Mary's Elementary School. Receipts will be issued for all cash payments.

**Families whose balance is in arrears are in violation of the Payment Policy and are at risk of losing Fast Club services.**

### Fundraising

All Fundraising participation is at the discretion of each family and is not mandatory. However, active involvement by SME families is necessary to keep school expenses to a minimum, encourage community involvement, and assure continued success of our school. SME hopes to promote the true spirit of volunteerism which is not compensated. All money raised by any family as a result of voluntary participation in any fundraising event is expected to be turned in to the school office promptly upon the sale of goods provided to you per your request. Candy Bar money is expected to be promptly turned in to the school office upon the sale of each box of candy bars sold. Golf Tournament Raffle Ticket proceeds are expected to be promptly turned in to the school office upon the sale of the Golf Tournament Raffle Tickets. Any family who has an outstanding balance due to St. Mary's Elementary School for any fundraising event and who has not turned in the money owed, is in violation of the Payment Policy and may be subject to enforcement of the terms of the payment policy.