



SAINT MARY'S ACADEMY
 TRADITIONAL CATHOLIC SCHOOLS OF THE SOCIETY OF ST. PIUS X
 200 EAST MISSION STREET SAINT MARYS, KANSAS 66536
 PHONE 785-437-2471 • FAX 785-437-6597

TUITION CONTRACT
Day Student/Boarding Student
2017-2018

Please submit this completed contract no later than June 19, 2017.
Enrollment after this date is dependent upon space available.
Fees are due August 1, 2017

<i>Father's Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
---------------------------	-------------------	-----------------------

<i>Mother's Last Name</i>	<i>First Name</i>	<i>Maiden Name</i>
---------------------------	-------------------	--------------------

Street address (include P. O. Box, apartment no., etc.)

<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Country if not U.S.</i>
-------------	--------------	------------	----------------------------

Please check here to receive informational memos, deficiency reports, and report cards via email.

<i>Email address #1</i>	<i>Email address #2</i>
-------------------------	-------------------------

<i>Home Telephone #</i>	<i>Father Work Telephone #</i>	<i>Mother Work Telephone #</i>
-------------------------	--------------------------------	--------------------------------

<i>Mother Cell Phone</i>	<i>Father Cell Phone</i>	<i>Other Cell Phone</i>
--------------------------	--------------------------	-------------------------

Emergency Contact: Please provide the name and phone number of a local person that you authorize to pick up your children if you cannot be reached (for example, if one of your children becomes ill at school). Parents of boarding students do not need to complete this section, as boarding students will be cared for in the dorm.

<i>Name of person</i>	<i>Relationship to child</i>	<i>Phone Number #1</i>
		<i>Phone Number #2</i>

<i>Name of person</i>	<i>Relationship to child</i>	<i>Phone Number #1</i>
		<i>Phone Number #2</i>

**Tuition Contract—Day & Boarding Student
Schedule A
Tuition Calculation**

Tuition is the price of instruction for students enrolled in St. Mary’s Academy for one academic year.
 Kindergarten: \$1,400 Grades 1-8: \$2,750 Grades 9-12: \$3,750

Tuition discounts are offered for families enrolling more than one child in the Academy:
 Oldest Child--no discount 2nd Oldest Child-- 15% discount 3rd Oldest Child--25% discount
 4th Oldest Child-- 50% discount 5th Oldest and Further Children—100% discount (no tuition)

Complete the worksheet below. List all day/boarding children being enrolled in the Academy.

Status: C—Currently enrolled N—New enrollment
Boarding? Check to indicate which children will board at the Academy.
Grade: Grade level into which you are enrolling the student.

Name of Child	Status	Boarding?	Grade	Tuition for Grade of Child	Discount	Adjusted Tuition
<i>Oldest Child</i>					0%	
<i>2nd Oldest Child</i>					15%	
<i>3rd Oldest Child</i>					25%	
<i>4th Oldest Child</i>					50%	
<i>5th Oldest Child</i>					100%	-0-
<i>6th Oldest Child</i>					100%	-0-
<i>7th Oldest Child</i>					100%	-0-
<i>8th Oldest Child</i>					100%	-0-
	<i>Tuition Adjustment A:</i>					
	Room & Board: \$5,500 per year. Discounts do not apply to room and board <div style="text-align: right;"><i>Number of Boarding Students x \$5,500 B:</i></div>					
	Total, Tuition and Room & Board <div style="text-align: right;"><i>A + B C:</i></div>					
	Payment Calculation Line C, divided by 10 months (International Students pay in <u>two</u> equal installments, August 1 and January 1) <div style="text-align: right;"><i>Monthly Payment</i></div> <div style="text-align: right;"><i>Bi-Annual Payment</i></div>					
	Monthly payment due the 1st of the month beginning August 1					

Tuition Contract—Day and Boarding Students; Schedule B--
Fees Fees are due with first tuition payment August 1, 2017

<p>Application/ Testing Fee New Students Only <i>Number of new students, grades 1-12 x \$100 each</i> <i>Number of new Kindergarten students x \$50 each</i> Check box if you paid with application</p>	
<p>Book Fee: Book rental and supplementary classroom materials <i>Number of students enrolled, grades 1-12 x 180</i> <i>Number of Kindergarten students enrolled X \$50</i></p>	
<p>Senior Fees--Seniors Only \$180 fee covers costs specific to high school seniors including the cost of commencement exercises, diplomas, caps & gowns, and the senior banquet. \$150 fee covers cost of five-day senior retreat <i>\$330 x number of seniors enrolled</i></p>	
<p>Petty Cash (Boarding Students Only) \$300 per boarding student. Money to be used for the miscellaneous personal expenses of boarding students. Any money not used will be refunded to parents. <i>\$300 x number of boarding students</i> Or (for local families) \$50 per boarding student. Students will contact you directly for other miscellaneous personal expenses. If you choose this option, you are responsible for making arrangements to get cash to your child. The \$50 is for the Dormitory Prefect to disburse to your child if you are not available. You will be notified when this amount needs to be replenished. Any money not used will be refunded to parents. <i>\$50 x number of boarding students</i></p>	Or
<p>Activity Fee (Boarding Students Only) Covers costs of field trips, weekend excursions, and other activities such as bowling, swimming, or attending museums or symphonies. <i>\$600 x number of boarding students</i></p>	
<p>Retreat Fee—Students in Grades 8-11 Only \$100 fee covers the cost of the annual retreat. The retreat and fee is required for all students in grades 8-11. <i>\$100 x number of students in grades 8-11</i></p>	
<p>Late Registration Fee: Assessed for each family submitting contracts after June 26, 2017. <i>\$150 per family</i></p>	
<p>Total Fees: <i>Add all Fees</i></p>	

Tuition Contract—Day and Boarding Students; Schedule C—Miscellaneous Policies

All parents Initial_____	<p>Parent-Student Handbook</p> <p>We will support all the academic and disciplinary policies stated in the Parent-Student Handbook</p>
Parents giving permission for sons to play sports Initial_____	<p>Interscholastic Competitive Sports (Boys, Grades 6 through 12)</p> <p>Initial this box to give permission for your son(s) to participate in interscholastic competitive sports offered by the Academy. (Baseball, basketball, cross-country, football, or soccer)</p> <p>To participate in any sport, a PPE (Pre-participation Physical Evaluation) form must be completed and sent to the Admissions Office. One form is required for each child. Students will not be allowed to play unless this form is on file.</p> <p>There are additional fees for playing interscholastic sports, and special equipment may be required (cleats, special shoes, mouth guards, etc.) Please see the instructions to the PPE form for additional details on fee payment.</p>
Parents of Boarding Students Initial_____	<p>Trips and Off-Campus Visits (Boarding Students Only)</p> <p>We understand that the Dormitory Prefect may give or withhold permission for boarding students to take field trips or to visit parishioners’ homes on weekends, Holy Days, Thanksgiving, etc. We understand that the Release from Liability form we sign also covers these trips and visits.</p>
Parents of Boarding Students: Select Option A Initial_____	<p>Petty Cash Withdrawals (Boarding Students with Petty Cash Fund only)</p> <p><u>Option A</u></p> <p><input type="checkbox"/> Any amount up to \$_____ per week may be withdrawn from Petty Cash for incidental expenses (each boarding student). Check one box below.</p> <p><input type="checkbox"/> The Dormitory Prefect may approve withdrawal of a higher amount.</p> <p><input type="checkbox"/> We wish to be notified before a higher amount is withdrawn.</p>
Select Option B Initial_____	<p>Or, <u>Option B</u></p> <p><input type="checkbox"/> We give the Dormitory Prefect permission to determine the amount withdrawn from Petty Cash.</p>
All Parents Initial_____	<p>Immunizations</p> <p>All students in Kansas schools are required by state law to be immunized, or to have a medical exemption (signed by a physician) or a letter on file stating the students are not immunized because the parents object on religious grounds.</p>
All Parents Initial_____	<p>Student Health/Field Trip Permission</p> <p>Parents of all students must complete a “Release of Liability/Emergency Medical/Field Trip Release Form” annually.</p>

**Tuition Contract—Day and Boarding Student
Schedule D
Dismissals and Voluntary Withdrawals; Payment of Tuition and Fees; Terms of the Contract**

Dismissals and Voluntary Withdrawals

If a student is expelled from the school or is withdrawn by the parents before the end of the school year:

1. Withdrawal process should be followed by all parents:
 - a. All parents withdrawing boarding students must discuss withdrawal with the Dormitory Prefect.
 - b. All parents withdrawing students from the Academy must meet with the Principal and with the Headmaster.
2. A \$250 withdrawal fee will be charged.
3. Tuition and Room & Board must be paid for the month in which the expulsion or withdrawal occurs.
4. Fees paid are not refunded. Any balance remaining in the Petty Cash account of boarding students will be refunded.
5. Advance payments on tuition will be refunded, subject to #2 and #3, above.
6. All books and materials belonging to the Academy and not returned on a timely basis will be charged to the parents' account.

NOTE: Forwarding of transcripts to another school is not automatic—transcripts *will not* be sent until adequate payment arrangements have been made for any unpaid tuition balance.

Payment of Tuition and Fees

1. Fees must be paid by August 1. A \$150 late fee will be applied if fees are paid after this date.
2. Tuition payments may be paid early.
3. Payments received after the 15th of each month will incur a \$25 late payment fee.
4. Tuition payments 30 days late may result in the dismissal of students from the Academy.
5. Legal action may be taken for unpaid tuition accounts.
6. Seniors will not be admitted to graduation ceremonies if there is overdue tuition or fees.

Terms of the Contract:

1. The children named in Schedule A are to be enrolled in St. Mary's Academy during the 2017-2018 academic year. Acceptance and continued enrollment of the children is subject to the sole discretion of the Headmaster.
2. The parents agree to pay tuition and fees as outlined in Schedules A, B, and D of this contract. Financial agreements relating to tuition and fees rely solely on this contract.
3. Any requests for changes or amendments to this contract must be presented in writing. Changes or amendments are not valid until approved by the Headmaster.
4. Any changes in this contract approved by the Headmaster are valid within one academic year only.
5. The parents or guardians of the children named in this contract agree to all the terms and conditions set forth in Schedules A, B, C, and D of this contract.

Parent/guardian signature

Date

Reviewed by Admissions Office: _____ Reviewed by Executive Director _____
Initials *Initials*

Approved: _____
Dormitory Prefect/Principal *Date*

Approved: _____
Headmaster *Date*