



TUITION DECLARATION FORM 2011-2012

Family Name: _____

**All-Inclusive
Tuition Rates!
Please complete
this form and
return it to the
School Office.**



Student:	Gr.
Student:	Gr.
Student:	Gr.
Student:	Gr.

****PLEASE READ****

Please use this form to designate how you intend to pay your tuition. We continue to require any monthly payments to be made through the FACTS or SMART system. If you do not plan to pay in full by April 16, 2011 please check the appropriate FACTS or SMART box to automatically roll over the existing account or complete a new FACTS form in the office. The first automatic cash transfer or payment will begin April 5 or 20, 2011. For the installment plan, if a student is withdrawn anytime after the acceptance of the student and payment of the second non-refundable tuition payment of \$400, tuition for a total of 3 months [Total Tuition / 10 = Monthly Amount] is due and will be retained and any balance beyond that will be refunded. For the prepaid tuition plan, any refund will be calculated using the same formula as the installment plan. A withdrawal may only be made in writing to the school principal with the parent's signature. Should a student transfer once the school term begins the aforementioned calculation will be used or a calculation of tuition per school days in session, whichever is greater. All financial aid requests must be done through the FACTS Grant & Aid application process online. www.factstuitionaid.com This process must be completed by April 15th. Should a default in tuition payments occur SML may file legal action, utilize collection agencies, and may place a lien on tangible assets.

Grade Level	2011-12 Tuition New & Early Tuition Rate	2011-12 Tuition Paid in full by April 16	Discounted amount for full payment.
PK3 half day	\$5550	\$5466	\$ 84
PK3 & PK 4 full day	\$8340	\$8215	\$125
K-8 SMLC Member	\$8340	\$8215	\$125
K-8 Community-member	\$9340	\$9200	\$140

- 1.** Check the box that designates the option that you agree to follow to pay the tuition.
 - Pay full tuition from the rates listed above by April 16th. (Use the enclosed payment envelope.)
- 2.** **FOR RE-ENROLLING FAMILIES!** FACTS PAYMENT Program participation. (2-12 Monthly Payments)
 - Automatically renewed with FACTS starting in April of 2012 according to early tuition rate (See chart above.) Delays in renewal have standard tuition rates apply which are as follows: (The early rate above plus an additional \$200 per month) May +\$200 / June +\$400 / July +\$600 / Aug. +800)
- 3.** **FOR NEW FAMILIES MONTHLY ACCOUNTS!** New tuition rate in chart above.
 - FACTS program participation. (2 to 12 Monthly Payments, beginning April of 2011 and ending by March of 2012) We have enclosed the FACTS form to start the electronic transfer of funds in April. Please designate the number of months from 2-12. (A FACTS processing fee will be deducted from the account in addition to the tuition. \$41.00)
 _____ **Number of Months.**

Enrollment Process Information



Step 1 of the Enrollment Process: APPLICATION

- ⇒ Submit the Application Form and attach first non-refundable tuition payment. If accepted for admission this payment is applied to the all-inclusive tuition amount. \$150
- ⇒ Submit Student Records.
- ⇒ Complete screening at Saint Michael.

Step 2 of the Enrollment Process: REGISTRATION

- ⇒ Receive a Letter of Acceptance and Registration Packet from Saint Michael.
- ⇒ Complete and submit the entire Registration Packet of forms.
- ⇒ Submit the second non-refundable tuition payment of: \$400
Payment is due 10 days after receipt of letter.

With the submission of this non-refundable payment you have accepted a classroom seat for your child and are committed to the payment of tuition. [See paragraph on page one.]

Step 3 of the Enrollment Process: MATRICULATION

- ⇒ Prepay Tuition Payment due in full by April 16, 2011
- ⇒ Tuition Payments (2-12 months) begin April 5 or 20, 2011
[If payments continue from the current school term they may be averaged into the total amount due and divided by the number of months thru March of 2012. Or, an additional \$50.00 per month will be added to the current payment schedule until it ends and the new payment schedule begins. The goal is to complete payments by March of 2012.]
- ⇒ Receive Classroom Assignments in early August
- ⇒ Begin Attending Classes Wednesday, August 17, 2011