

# ST. MARY SCHOOL

## REGISTRATION POLICIES

- 1) At the time of registration, a signed selection payment option is required. If you are using the EFT method, you must present a signed EFT form. No registrations will be accepted without a signed payment plan.
- 2) Registration will not be accepted if there is a delinquent balance from any prior year. Every effort will be made to work with families to make arrangements for bringing the outstanding amounts current. As always, if your financial situation is such that you need to negotiate a lower tuition amount, you may meet with our pastor, Fr. Joe or Principal Mrs. Yauck. They will discuss your situation and you will be asked to agree to and sign an AMENDED TUITION AGREEMENT. **This must be done before you register and you must bring the signed agreement to registration stating that you have met with the pastor and agreed upon different terms.**
- 3) **Payments are considered Past Due if they are 30 days late. Parents/Guardians who are overdue in their plan of tuition payment will be notified and required to bring the account current within ten (10) days of notice.** At this point, legal options to rectify the situation will be looked at. Students with unpaid tuition will face dismissal at the end of the first semester. Every effort is made to help families if financial assistance is needed. It is the obligation of the family to contact the pastor when experiencing financial difficulties so that tuition plans may be amended.
- 4) Scrip Credits will be applied to tuition. If a family has an AMENDED TUITION AGREEMENT, any Scrip credits will be applied toward the original tuition that is due. The family is required to pay the amount agreed upon with the pastor/principal.
- 5) In order for St. Mary School to remain a viable institution for Catholic education, it is necessary for all of these policies to be honored. It is fair and reasonable to expect obligations to be agreed upon and met by ALL participants.