



Dear MTC Families,

We appreciate your cooperation in the timely fulfillment of your financial obligations with regards to your child(ren)'s attendance at Mother Teresa Regional Catholic School. Listed here is a summary of information regarding the collection of tuition for the 2017-2018 academic year:

#### TUITION PAYMENT POLICIES

Upon enrollment, each family will receive a tuition agreement, which explains all charges for tuition and fees that will be assessed.

- All tuition and fees, with the exception of the non-refundable registration fee, will be paid directly through SmartTuition
- The applicable tuition charges and the school fee will be billed over 10 months from July through April.
- Any grants or scholarships will be applied to those charges.
- Payments will continue to be made to SmartTuition and there is a \$35 per family charge due to SmartTuition in June 2017 (*This fee is waived for families paying in full*).
- The monthly late fee if tuition is not paid on time is \$35.
- In SmartTuition you have the option to have your payment due the 1st of each month or the 15th of each month.
- Additional fees include
  - HASA fee: \$50.00
  - Technology and Book Fee: \$150.00

#### WITHDRAWALS:

- Students who leave school prior to April 1st, either voluntarily or because of school policies, receive a pro-rated refund if they have fully paid tuition in advance of the transfer. Scholarship and grant awards are also prorated upon withdrawal.
- If there is a balance due after adjusting the charges, there is no refund and the balance must be paid before official transcripts can be released.
- The registration fee and the school fees are not refundable under any circumstances.
- Tuition refunds are not provided for withdrawals after March 31st.
- Upon withdrawal, the prorated tuition charge for that month will apply.
- The amount of your refund will also depend upon other fees due and the amount paid to date.
- Families who decide not to have their child in school in September must notify the school as soon as possible, but not later than August 28 to avoid any tuition charge



DELINQUENCY:

- If there is a financial issue affecting the timely payment of your tuition, please contact the principal. **We will work confidentially with you.**
- Families will be notified when their account reaches 30 days delinquent. Payment arrangements must be made at that time.
- If payment arrangements are not made, or not adhered to, families will receive an additional warning at 60 days delinquent. Additionally, families will not have access to our online grading system or any of the child's records until this matter is resolved.
- Once an account is 90 days delinquent, if there is no payment arrangement made or being adhered to, the student's enrollment at MTC will cease.

PARISH SUBSIDY:

- In order to qualify for the Catholic tuition rate, families are required to make regular contributions in the Sunday collection at their home parish.
- Please check with your home parish for their specific requirements
- Any family who is not contributing to their parish will be charged the Non-Catholic tuition rate

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Family Name: (please print): \_\_\_\_\_

Email: \_\_\_\_\_

I intend to pay the 2017-2018 school year tuition in full for my child/ren:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_