



## Tuition Information Sheet

### Student Registration

All SMCS students must be registered online at [smcatholicschools.org/admissions/registration/](http://smcatholicschools.org/admissions/registration/). If you have questions regarding the process, please e-mail [admissions@smcatholicschools.org](mailto:admissions@smcatholicschools.org) or call 722-7796.

**November 24 – January 29** is priority registration. Register by January 29 for reduced fees and guaranteed student placement. Registrations will be accepted after this date if there is room available in the grade being applied for.

### Fees

For families who register during the priority period, **registration fees** are \$50 per student (family max \$150). After January 29, the fees increase to \$100 per student (family max \$300). Registration fees are non-refundable and are not deducted from tuition. The fee is to be paid online following completion of the online student registration.

**Tuition fees** are assessed in the July prior to the school year and must be paid in full by June 30 (tuition for SMCHS seniors must be paid in full by their graduation date). **Band fees** for grades 4 and 5, and **band and choir fees** for grades 6, 7, and 8 are assessed in the fall. High school **fine arts fees** are assessed each semester. *For billing and refund purposes, the school year runs in ten increments from August to May.*

Students in grades 7-12 must sign an agreement for the **one-to-one laptop program** and make payment arrangements before a laptop will be issued. Students in grades 7 and 8 are expected to pay a \$100 rental/insurance fee; those in grades 9-12 must set up a payment plan to lease with an option to purchase.

**Sports registration fees** for grades 6-12 are paid online. Access at [smcatholicschools.org/st-mary-catholic-high-school/co-curriculars/athletics](http://smcatholicschools.org/st-mary-catholic-high-school/co-curriculars/athletics) and click on "register." Fees must be paid prior to the first practice.

Each family with a student in grades 6-8 will be assessed a \$200 **middle school parent involvement fee**. This obligation can be reduced or fulfilled by volunteering for various events, activities, etc. Contact the middle school office for more details.

Every family with one or more students in K-12 will be assessed a **\$100 fundraising fee**.

### Out-of-Parish Assessment

SMCS parishes require that families who are billed at the in-parish tuition rate be active, registered parishioners (as determined by the parish). Active membership involves worship, service and financial support of the parish. The out-of-parish rate is an additional \$1200 per full-day student (family max \$3000).

SMCS Grade or Class	2016-2017 Fees
Preschool 2-day	\$1,110
Preschool and PreK 3-day	\$1,380
PreKindergarten 5-day	\$1,820
Kindergarten Half-day	\$1,820
Full-Day Kindergarten to grade 5	\$2,875
Grades 6-8	\$3,725
Grades 9-12	\$5,875
Out-of-Parish Fee per student	\$1,200 family max \$3,000
Additional Fees	As stated

Actual operational cost of education/student:

Elementary K-5	\$5,840
Middle School 6-8	\$7,232
High School 9-12	\$8,471

### Tuition Payments

Each family is responsible for making arrangements to either pay in full up front or to enroll in the monthly payment plan.

#### **Paying in Full Up Front**

To pay in full up front, the tuition balance is due in full by the first Friday in August. Families who choose this plan will receive a tuition statement in the mail in July and *may subtract \$100.00 from the total as a discount for paying all tuition fees in full by the first Friday in August.* The prepay discount is not available on preschool tuition or half-day tuition. Middle school families may exclude the \$200 parent involvement fee from payment if they plan to acquire the volunteer hours.

#### **Monthly Payment Plan**

Families who choose to pay monthly must set up ACH withdrawals from a checking or savings account by completing an **ACH payment agreement form**, which can be found on our website at [smcatholicschools.org/forms](http://smcatholicschools.org/forms).

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**Tuition Assistance/Scholarship Applications**

SMCS and its supporting parishes are committed to providing a quality, Catholic education to all students regardless of their financial situation.

Tuition assistance applications are available for download via a link on the online registration site or can be found on the web-site at [smcatholicschools.org/forms](http://smcatholicschools.org/forms). To apply, a family must complete the application and return it to the business office with a copy of their most recent W-2s and tax forms.

Applications received in the SMCS Business Office by **February 5, 2016** will be given priority consideration.

SMCS does not offer grants or financial aid to preschool, pre-kindergarten or half-day kindergarten students.

**Tuition Refunds**

If a student withdraws or is asked to leave an SMCS school, the following guidelines will be used:

1. If making monthly payments, there will be no refund of the initial (first month) payment, regardless of the number of days a student is in class.
2. For those who have prepaid, tuition will be prorated through the end of the month of withdrawal. For example, if a student withdraws on October 2, tuition would be prorated for three months (August-October) and the refund would be for seven months (November-May).  
NOTE: Grants and financial aid are also prorated using this formula.
3. Fees for laptops, fine arts, sports, band, choir, etc. are not prorated nor refunded. Fundraising credits are not paid out.
4. Final decisions will be made by the SMCS president.

**Did you know?**

The cost of the quality, Catholic education SMCS provides is shared among parents, parishes, and third source funding. Currently, SMCS schools are funded 30% by parish subsidies, 50% by tuition and 20% through third-source funding.

**Tuition Credit Fundraisers**

SMCS has designated fundraisers which families can participate in to earn credit towards their tuition. Fund-raising income is important to both SMCS and our families who rely on the credits to assist with their tuition fees.

- Scrip gift cards** (All year round)
- Scrip plant sale** (Spring)

The Scrip program offers gift cards for purchase to use in place of cash, check, or credit at thousands of retailers. The vendors provide a bonus to SMCS, 80% of which goes back to our families and 20% to tuition assistance funds.

You can begin using Scrip as soon as you register your first SMCS child. Go to [shopwithscrip.com](http://shopwithscrip.com) to set up an account and get started.

Fundraising credits are calculated on a quarterly basis and applied as follows:

- Fall quarter = Sep, Oct, Nov (applied in Dec)
- Winter quarter = Dec, Jan, Feb (applied in Mar)
- Spring quarter = Mar, Apr, May (applied in June)
- Summer quarter = Jun, July, Aug (applied in Sept)

Once a family has paid their tuition fees for the year in full, fundraising credits will be forwarded to next year's tuition, designated to another family or donated to the SMCS Tuition Assistance Fund.

Please direct all tuition-related questions to:  
SMCS Business Office  
1050 Zephyr Drive  
Neenah, WI 54956  
920-967-0021 ext. 851

*Catholic education in our St. Mary Catholic Schools is an excellent value for your children. We appreciate the financial investment you are making in SMCS and in your child's education. We will do all that we can to help you meet your financial commitment towards this faith-based education.*