

**ST. MICHAEL SCHOOL  
ENROLLMENT AGREEMENT  
(For Grades K-8)**

Parent/Guardian Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Primary Phone \_\_\_\_\_ Primary Email \_\_\_\_\_

<u>Name of Student(s)</u>	<u>Grade (2011-12)</u>	<u>Supply Fees</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	<b>Technology Fee (per family)</b>	<b>\$ 100.00</b>
	<b>TOTAL FEES DUE MAY 2, 2011</b>	<b>\$ _____</b>

<b>2011-2012 Tuition Rates and Fees</b>	
<b>Parishioner Rates:</b>	
1 child	\$2,520
2 children	4,185
3 or more children	4,690
<b>Non-Parishioner Rates:</b>	
Per child	\$4,870
<b>Supply Fees Per Student:</b>	
Kindergarten	\$165
Grades 1-8	125
<b>Technology Fee Per Family</b>	<b>\$100</b>

**I confirm that I am a registered parishioner of St. Michael Church.**

In return for the School's acceptance of the child/children identified above, I/we agree to the following terms:

**Terms and Conditions**

1. To enroll and reserve a place in class at St. Michael School ("School") effective the first day of the 2011-2012 School Year, this Agreement must be returned to the School's Financial Office no later than May 2, 2011. This agreement is not effective unless it is complete in all respects, returned in a timely manner, and accepted in writing by the principal. Children who are not the subject of a fully completed and accepted Enrollment Agreement will not be admitted for the coming school year.

2. Payment Options.

**PLEASE SELECT ONE OF THE FOLLOWING OPTIONS FOR PAYMENT:**

**Option 1 Payment in Full at St. Michael School:**

Single payment due on or before August 19, 2011, payable directly to St. Michael School. *(Note: If this form is not returned to the school's financial office by May 2, 2011, or if your payment in full is not received by August 19, 2011, your account will be automatically submitted to FACTS and you will be assessed the non-refundable \$41 FACTS Enrollment fee.)*

**Option 2 Enrollment in the FACTS program:**

Online enrollment to budget automatic bank payments (ACH) through your checking or savings account or monthly invoices. You may choose payment in full, ten (10) equal monthly installments or two (2) semi-annual installments. **You will be assessed a \$41 non-refundable annual FACTS Enrollment Fee.** *(Note: You will receive an initial invoice from FACTS in June 2011 with instructions to go online to set up your budgeted payments.)*

3. Families interested in financial aid for tuition assistance should review Appendix A.
4. First Time Registrants only: A non-refundable and non-transferable registration deposit of \$150.00 per child must be paid at registration in order to confirm enrollment by the School. This deposit will be deducted from tuition. A failure to pay the registration deposit will result in the termination of this Agreement.
5. Supply and Technology Fees: Non-refundable and non-transferable Supply and Technology Fees must be paid by May 2, 2011. A failure to pay fees will result in the termination of this Agreement.
6. This Enrollment Agreement is for one school year only. A new Agreement must be completed each year.
7. By signing this Enrollment Agreement, parent/guardian/other financially responsible party for the student(s) agrees to accept the rules and regulations of St. Michael School as stated in its current Diocese of Youngstown Elementary School Handbook and in this Agreement and to accept the School's right to choose and implement the total academic program, including courses presented, the course content, the methods of instruction, the grading system, academic and disciplinary standards to be met, the choice of testing standards, social and athletic programs, use of the School facilities, Student/grade/class assignments, personnel decisions and all operational and financial functions of the School and its administration, staff and faculty.
8. St. Michael School does not discriminate on the basis of race, color, religion, national origin in matters of admissions, financial-aid, other financial matters, quality of education presented, other School programs or employment practices.
9. By signing this Agreement, you acknowledge that other fees and/or expenses will be or may be incurred throughout the year including but not necessarily limited to: Supply and technology fees, Athletic fees per sport, field trip expenses, lunch costs, transportation costs, tutoring fees or other fees. Other expenses may be warranted if your child chooses to participate in activities, such as club memberships, playing a musical instrument, etc.
10. By signing this Agreement, it is hereby agreed that our child(ren) may participate in all St. Michael School activities, including, but not limited to on premises sports and recess, and trips away from the School premises. It is understood that activities and travel of any nature carry certain elements of risk, some of which are obvious and some, although not obvious, foreseeable. I (we) hereby agree to discharge, release, absolve, and hold harmless St. Michael School together with its officers, trustees, employees, and agents, jointly and severally, from and against any and all blame and liability for any injury, harm, loss, inconvenience, or damage to my child's person or personal property which he (she) may sustain as a result of taking part in any such St. Michael School activities or trips, except that the School may be liable for its gross negligence.
11. This contract does not provide a right or guarantee of future enrollment. Should a court of competent jurisdiction find any provision of this contract unenforceable, the remaining provisions shall be fully enforceable. This contract shall be construed under the laws of the State of Ohio.

## APPENDIX A

### **REQUEST FOR FINANCIAL AID FOR TUITION ASSISTANCE**

St. Michael School is aware that there are circumstances that may not permit a family to pay the full amount of tuition. We are happy to work with individual families to the best of our ability to insure that all registered parish families receive a Catholic education for their children. We have developed a Financial Aid Policy as an aid to families. Requests for applications should be directed to the school's financial office. Requests are handled with the utmost respect and discretion.

Applications for financial assistance, available in the financial office of the school, must be completed.

All families requiring financial aid for Kindergarten through Grade 8 tuition for the 2011-2012 School Year are required to complete a Private School Aid Service (PSAS) Student Aid Form to be eligible for assistance. Grants must be applied for each year there is a need. If you received a grant this year, you must re-apply if assistance is required for next year. Forms are not sent out automatically. You must contact the school's financial office to request a packet, or you may download the PSAS Student Aid Form at:

The Student Aid Form must be returned to the PSAS office in Lakewood, Ohio, along with a \$23 processing fee. If you need assistance with the processing fee, please contact the School's Financial Office. Applications must be postmarked by March 18, 2011.

By completing this application, you will be eligible for parish assistance as well as the Diocesan Catholic School Scholarship that awards at least one family from our school a \$500 financial need scholarship applied to next year's tuition.

The PSAS Student Aid Form is a four-page form that does require some time to complete. You will be including taxable and non-taxable income, assets and investment information. Therefore, if you need financial assistance, please request your packet early and allow yourself the time necessary to gather information, complete the form and postmark it by March 18, 2011.

Late application policy: Our ability to award grants after the March 18, 2011, deadline is limited, as the bulk of our financial aid is distributed in April following the processing of applications postmarked by the due date. With the exceptions of families new to the area or a dramatic change in a family's financial status, applications postmarked after the due date will be returned to the family and will not be eligible for grant consideration.

This policy will assure that financial assistance is awarded based on a fair determination of financial need. Submission of an application does not guaranty the award of a financial assistance grant. Additionally, the award of financial aid may still require the family to meet some or all of the School's other financial requirements.

*(Required signatures on next page)*

## To finalize your enrollment plans:

1. Complete required sections of this Agreement, including the statement below.
2. Please sign both copies of this Agreement and return one copy to the School by May 2, 2011, and keep one copy for your records.

**Parent(s)/Guardian(s) Election (Check one):**

I have read the terms of this contract and understand and agree to them fully. Enclosed are my Supply and Technology Fees in the amount of \$\_\_\_\_\_, signifying my wish to enroll or re-enroll my child at St. Michael School for the 2011-2012 academic year.

**For first time registrants only (disregard if deposit paid at time of registration):** Also enclosed is the non-refundable/non-transferable registration deposit of \$150.00 per child in the total amount of \$\_\_\_\_\_.

I have read the terms of this contract and understand them fully. I do not wish to enroll my child in St. Michael School for the 2011-2012 academic year because: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian  
(Signature required)

Accepted by:

ST MICHAEL SCHOOL

\_\_\_\_\_  
Principal

Date \_\_\_\_\_

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Kindergarten	\$165
Grades 1-8	125
<i>Technology Fee Per Family</i>	\$100

<b>For office use only</b>		
<i>Date Paid</i>	<i>Cash/Check</i>	<i>Amount</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____