

## ***2011-2012 FINANCIAL POLICIES OF ST. THOMAS MORE SCHOOL K-8***

### **\$45 APPLICATION FEE - New Applicants**

This non-refundable fee is charged before an application is processed, that is, before the decision to accept a student into the school is made.

### **\$300 REGISTRATION FEE - New Students**

\$300 per child for all new students. No student is enrolled nor is space saved until this fee is paid and all the required forms are submitted by the deadlines specified. This fee is not refundable under any circumstances.

### **\$250 RE-REGISTRATION FEE - Returning Students**

The re-registration fee for returning students K-8 is a per child fee of \$250. Those re-registering after the school's stated deadline will pay a re-registration fee of \$350 per child. No seats are saved nor is space reserved for students when established deadlines for submission of forms and/or fees are not met. This fee is not refundable under any circumstances.

### **\$50 CULTURAL and ENVIRONMENTAL FEE - All Students**

This is a non-refundable per child fee, payable by September 1<sup>st</sup>, 2011. This fee is used to *help* subsidize the cultural and environmental programs of the school, e.g. dance, P.E. and music programs, and assemblies. This fee increases to \$100 per child if paid after September 1<sup>st</sup>.

### **\$100 DEVELOPMENT FEE - Returning Families Only**

\$100 per child (K through 8) development fee charged for each child enrolled for the new school year. This non-refundable fee is payable by September 1<sup>st</sup>, 2011. This fee increases to \$150 per child if paid after September 1<sup>st</sup>. This fee is not charged to new families.

### **\$300 CAPITAL IMPROVEMENT GYMNASIUM MAINTENANCE FEE - All Families**

In support of the construction and maintenance of the classroom additions and the gymnasium, the Parents' Club, established this fee. They set the fee at \$300 per family. This fee may be paid in installments or in one payment as you wish. It must be paid in full by December 15<sup>th</sup>, 2011.

### **\$100 KINDERGARTEN FEE - Kindergarten students only**

This fee is non-refundable and *paid at registration time* for each kindergarten student enrolled. This fee is charged in recognition of the fact that our full day kindergarten program is the most costly program run by the school i.e. most of the materials are consumable and need to be replaced regularly.

### **\$15 EARTHQUAKE/DISASTER FEE - All Students**

This fee is payable by September 1<sup>st</sup>, 2011, to help cover the costs of replacing materials needed for the students and staff in the event that there is an earthquake or some other natural disaster. This fee increases to \$30 per child if paid after September 1<sup>st</sup>, 2011.

### **SCRIP PURCHASE REQUIREMENT - All Families**

All families are required to generate \$200 profit by participating in electronic scrip programs authorized by the school. Families who do not wish to participate in the scrip program will have the option of buying out at \$200. This buy out fee is due no later than February 15<sup>th</sup>, 2012.

### **\$40 PARENTS' CLUB DUES - PARENT PARTICIPATION REQUIREMENT - All Families**

Each family is required to join (\$40 per family per year) and to co-operate with the Parents' Club fulfilling their Parent Participation Requirements. The school works in co-operation with the Club's leadership in the decision-making, implementation and enforcement of their policies. Dues are payable no later than September 1<sup>st</sup>, 2011, and are non-refundable.

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### **TUITION**

The 2011-12 tuition rate at St. Thomas More School is \$5300 for one child, \$10,200 for two children and \$3,800 for each additional child. Tuition rates are increased slightly every year. Tuition may be paid according to any of the following plans. Once a family chooses a payment plan, it is their responsibility to make timely payments. The school is not obliged to provide bills or payment reminders.

#### **Yearly**

The entire year's tuition is due by July 15<sup>th</sup>, 2011.

#### **Twice a year**

Half of the year's tuition is due by July 15<sup>th</sup>, 2011 and the other half by January 15<sup>th</sup>, 2012.

#### **Quarterly**

Payment of the year's tuition in four equal installments due July 15<sup>th</sup>, 2011, September 15<sup>th</sup>, 2011, November 15<sup>th</sup>, 2011, and January 15<sup>th</sup>, 2012.

#### **Monthly**

Payment of the annual tuition in eleven equal installments due on the 1<sup>st</sup> of each month May 2011 through March 2012.

Tuition and fees are due in the school office on or before the specified dates. Payments received after the due dates are subject to a \$25 late payment charge and the family's enrollment in the school may be suspended until the balance is paid. Please mail your payments during vacation periods in order that they are received promptly even though the office may be closed. Adjustments and/or extensions of these deadlines may be made, if requested in advance by individual families, and approved of by the administration. Decisions are based on a record of prompt tuition payment.

In the case of early withdrawal from school, families may receive a refund for tuition paid in advance. Tuition refunds on-over-paid accounts will be computed on a per day basis from the date we receive written notification of the transfer and/or the last date of attendance (whichever is later) plus 25 school days counted as the last day of attendance.

Some school reports, parent conferences, recommendations, and/or involvement in activities may be withheld, delayed or denied for any student whose family has not fulfilled its financial obligation to the school.

At the end of each quarter, any family not-having-fulfilled all of its obligations to the school may be dropped from the registered list. Tuition and fees, including re-registration, collected for the new school year will be re-allocated to cover those unpaid balances.

### **PARTICIPATION FEE**

There is a \$250 fee per enrolled child charged to all families who ***fail*** to promptly respond and complete their Parent Participation Requirements during the school year. Families being assessed this fee will be notified by the Parents' Club by April 30<sup>th</sup>. The fee must be received in the school office no later than thirty days after a notice has been mailed to a family. Failure to make that payment within the thirty-day period cancels the family's enrollment. Re-registration and other fees, already paid for the coming school year, will not be refunded.

### **RETURNED CHECK CHARGE**

There is a charge of \$34 for each check returned to us unpaid by our bank. A returned check cancels the payment for which it was made. Consequently, additional late charges may result from checks returned. We will only accept future payments made by cashier's check, cash or money order, if we have received a returned check from a family during the school year (unless the payee's bank notifies us that they are responsible for the error). This fee applies even when the same check is re-submitted and then honored.