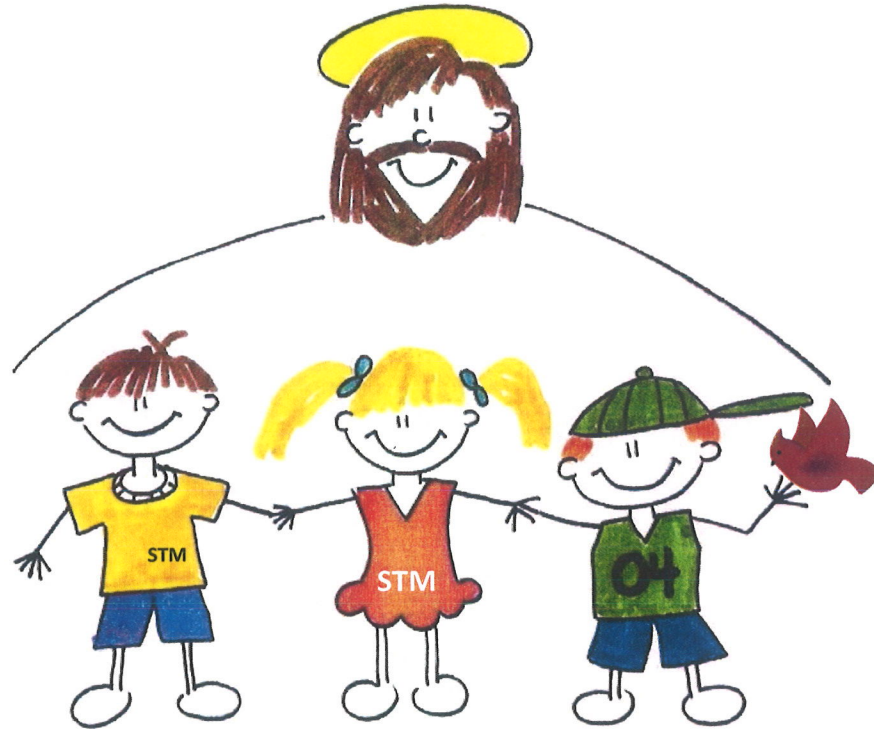


St. Thomas More Preschool

2015~2016 School Year



“Let the little children come to me!” Matthew 19:14



Our preschool program will encourage hands on learning and fun faith-filled activities. Our goal is to assist your child's spiritual, academic and social development.



Two day- 3 year old Program (3 by 9/30/15)

Tuesday & Thursday 8-11 AM

Cost: \$1505 per year

Three day- 4 year old Program (4 by 9/30/15)

Monday, Wednesday, Friday 8-11 AM

Cost: \$1775 per year

Five day- 4/5 year Pre-K Program (4 by 9/30/15)

Monday-Friday Noon-3 PM

Cost: \$2135 per year

Optional Lunch Bunch for additional \$5.00/day
(adds 1 hour from 11 AM – Noon)

Tuition Guidelines



For school year 2015-2016 families can pay their tuition by one of two methods:

Tuition can be paid in full no later than Wednesday, July 15, 2015 or arrangements can be made to finance the amount due over a period of ten months with interest and applicable fees.

Registration will take place on line on the school website www.sttmschool.org. Click on **New Family Registration or Returning Family Registration**.

Registration Fees for each family is \$250 and is due 72 hours after submitting your online registration. Registration forms without the full deposit amount will NOT be processed. Checks are payable to St. Thomas More. Registration fees may also be processed on a Visa, MasterCard, Discover, or American Express credit card without a processing fee. Please complete the credit card form if you wish to charge the registration fees. Put the form in a sealed envelope and send it in to the school office to the attention of the Business Manager.

The family registration fee secures the reservation for every child and is non-refundable if the family later elects not to attend St. Thomas More School and enroll in any neighboring public or private school. Families that physically move out of the area and change their address will receive a full refund upon verification.

Families registering after the school year begins will be required to pay a prorated registration fee depending on when they register: 100% during the first trimester, 67% second trimester, and 33% third trimester.

The Registration Fee is not a deposit on the tuition. The tuition is due in full as noted.

Tuition Guidelines

TUITION SCHOOL YEAR 2015-2016

<u>1 Child</u> -In Parish Gr 1-8 \$250 PER FAMILY plus \$3,745 Tuition	<u>4 Children</u> -In Parish K-8* \$250 PER FAMILY plus \$11,750 Tuition
<u>2 Children</u> -In Parish K-8* \$250 PER FAMILY plus \$7,195 Tuition	<u>Kindergarten ONLY</u> - In Parish*: \$250 PER FAMILY plus \$4,050 Tuition
<u>3 Children</u> -In Parish K-8* \$250 PER FAMILY plus \$10,115 Tuition	<u>Out of Parish</u> -EA Child, All Day K-8 \$250 PER FAMILY plus \$5,245 Tuition per child
<p style="text-align: center;"><u>Preschool</u> \$75 per student 3 year old morning/ 2 days \$1505 4 year old morning/ 3 days \$1775 Pre K afternoon/ 5 days \$2135 Optional "Lunch Bunch" \$5 per day</p>	

*For Kindergarten, if there are siblings in grades 1-8, Kindergarten is charged at the rate of the number of children enrolled in the school. If a child is enrolled in Kindergarten and is the only child in the school, the tuition is \$4,050 for in parish families.

DEFINITIONS -

"In-Parish" is defined as a registered family of St. Thomas More Parish who regularly attends Sunday Mass at our parish as measured by the use of Sunday envelopes dropped in the collection basket. Each family is expected to regularly attend weekend Mass at St. Thomas More and contribute during the year in order to continue to receive in parish tuition as noted by the use of the Sunday envelope deposited during the Offertory.

"Out-of-Parish" is defined as any school family who is not registered as members of St. Thomas More Parish, including non-Catholic families. Families will have their status changed from "In-Parish" to "Out-of-Parish" status for school tuition only based upon not meeting the Sunday Mass attendance and contribution standards during 2014.

TUITION PAYMENT SCHEDULE - Registration fees are payable at the time of registration. A school registration will not be valid until the registration fee has been paid in full and all arrangements have been made for tuition payments.

Tuition may be paid in full by July 15, 2015, (Option A) or through a 10-month payment plan (Option B) through our tuition payment provider, FACTS.

Tuition Guidelines

Option A – Payment in Full - A family may elect to pay the tuition in full no later than Wednesday, July 15, 2015. Families will be invoiced for the tuition payment. All payments are made through the Parish Finance Office.

St. Thomas More will accept a check for the full amount due, or with as many installments that equal the total amount due by July 15, 2015 or charged on a valid Visa, MasterCard, Discover, or American Express credit card. If a credit card is used for payment, a 2% processing charge will be added to the total amount charged to cover the processing fees incurred. ACH payments will also be accepted with no service charge. Specific payment information will be included with the invoice that will be mailed in the late spring time frame.

Option B - Payment Over 10 Months - Families may elect to pay the tuition due over a period of ten months beginning in July through April. Families may elect to make a down payment on the total tuition amount due and finance the balance.

We will continue to use our monthly tuition provider, FACTS Management Company. FACTS is a nationally renowned tuition provider service.

New FACTS families ~ Any family wishing to use this service for the first time in 2015-2016 must register on line for the first year. New families wishing to use the monthly payment plan must set up their FACTS account online by clicking on the FACTS logo located on the school website, www.sttmschool.org under the admissions tab.

Families that need help to complete the on line FACTS enrollment should call the school office for assistance.

The \$38 FACTS enrollment fee will be added to the total amount due and will be part of the monthly fee.

FAMILIES WISHING TO PAY THEIR TUITION FOR THE FIRST TIME ON THE 10 MONTH PAYMENT PLAN MUST SET UP THEIR ACCOUNT ON LINE AT FACTS AND COMPLETE THIS PROCESS BEFORE THEIR SCHOOL REGISTRATION IS ACCEPTED BY ST. THOMAS MORE.

Once the online enrollment has been completed, the Finance Office will enter the final amount due. Families can check the total and monthly amount due online by accessing their new FACTS account. The ten-month FACTS payments begin in July 2015 and run through April 2016. Payments are due either the 5th or the 20th of the month. An interest rate of 5% will be added to the total balance due. The monthly payment will be the total amount due plus 5% interest and the \$38 FACTS processing fee.

Families registering after the cutoff date for the first monthly payment will have their total balance due divided by the number of months remaining in the program.

The monthly payments are electronically processed each month by FACTS from the family's designated checking, savings account, or credit card.

Tuition Guidelines

Any checking, savings account, or credit card transaction returned due to insufficient funds, inadequate credit limit, or use of an invalid card, will be reported to St. Thomas More as delinquent. Each return for insufficient funds or low credit limit will be liable to pay all bank and late fees in addition to the tuition. The family will have 14 days to correct the problem and bring the account into a current status including the payment of all fees. FACTS will directly charge the family account on file for the late fees.

Families may monitor their account or seek assistance by directly contacting FACTS online on the family account at <http://www.factsmgt.com/> or call 1-877-606-2587.

Monthly invoice billings are not available.

FINANCIAL ASSISTANCE - Tuition aid is provided based upon the parish's ability to do so for families who are active participating members of the parish and who meet income requirements. A Tuition Aid application (PSAS) must be completed and submitted by April 17, 2015 as directed with a copy of the family's 2014 federal income tax return. The aid application is then processed and a recommendation is provided by late May or early June to the parish. Families who wish to apply for aid should do so at the time of registration. Registration will not be completed until all financial arrangements have been made. FACTS monthly contracts will be processed and any financial aid decision rendered will be posted as a credit prior to the first payment in July. All approvals for financial aid must be approved by the Pastor. PSAS applications can be obtained online. Please go to the Financial Aid Information page on the parish or school website for more information.

REFUNDS - Registration Fees are not refundable except as previously noted.

Students' families who are physically relocated out of the area served by the parish may request a refund according to the following schedule:

Before July 1 100% Refund

Before December 1 50% Refund of total due, if paid

Before February 1 25% Refund of total due, if paid

After February 1 NO REFUND

Students who are withdrawn for any other reason are responsible for the entire balance of their tuition, but they may request a review of their case by the Pastor. School records are not released for such transfers until the entire bill is paid and all other outstanding financial obligations have been satisfied.

All questions or concerns related to fees, tuition, or payments should be directed to the Finance Office; 513-753-2543.