

St. Martin of Tours Academy

2022-2023

Registration/Contract



REGISTRATION MATERIALS:

1. Registration letter and general information
2. FACTS registration and tuition payment procedure
3. Family enrollment contract
4. Volunteer service hours (requirements & general information)

RETURN OF CONTRACT:

A student is officially registered and has a spot held in the classroom when the applicable contract and agreement are signed and returned to the school office.

REGISTRATION / SCHOOL SUPPLY FEE *(non-refundable, due at time of registration):*

A registration fee of **\$300** (per child) will be deducted from FACTS on April 1, 2022 if registered by **March 15, 2022** *Early Bird Rate!*

A registration fee of **\$350** (per child) will be deducted from FACTS on April 15, 2022 if registered by **April 1, 2022**

A registration fee of **\$400** (per child) will be deducted from FACTS if registering after **April 1, 2022**

GRADUATION FEE (8th grade only): \$75 covers Mass stipend, diploma, gown, flowers, program, pianist, and invitations

TUITION RATES:

The Finance Committee has reviewed and approved the rate schedule for 2022-2023. Every effort is made to keep tuition affordable for all families. A lower rate is offered for families committing to 35+ volunteer hours during the 2022-2023 school year.

FUNDRAISING INCOME:

We are able to offer reduced tuition and lower rates than the budgeted cost per child if we generate the difference through fundraising income. In order to provide lower rates with a balanced budget, we need to raise approximately \$60,000 from the Great Cash Giveaway/Gala (11/5/22) and \$15,000 from the spring Walkathon.

All families are required to contribute to the school budget through ticket sales. If all tickets are not sold or purchased, the remaining balance will be added to the tuition balance and pro-rated over the remainder of the school year contract. There is the option of paying for the Great Cash Giveaway "Family Dozen" raffle tickets with a monthly charge of \$75 for four months (July, August, September & October) for a total of \$300.

St. Martin of Tours Academy

2022-2023

Registration/Contract

Included in this Packet:

1. Tuition Policy
2. FACTS registration and tuition payment information
3. Registration/School Contract

Return of Contract:

A student is officially registered when the applicable contract is signed and returned to the school office.

- Registration fees will be deducted from FACTS within 15 days of receiving this completed contract.
- All families must register on FACTS at the time of registration.

Tuition Rates:

The Finance Committee has reviewed and approved the rate schedule for 2022-2023. Every effort is being made to keep tuition rate increases to a minimum. We want our school to be affordable for all families.

*Tuition Assistance is available to families that qualify. Applications are to be submitted via FACTS.

TUITION POLICY

1. Families have 2 options to pay tuition:

- Full Payment: If using this option the entire amount of tuition is paid directly to the school on July 1st through FACTS.
- Monthly Option: If using this option the entire amount of tuition is paid monthly over a 10 or 12-month period beginning in July (12-month option) or September (10-months option). This would be paid through FACTS Management Company. With this option, the family authorizes their bank to transfer the tuition payment from a checking or savings account, or credit card, on the 5th or 20th of each month. FACTS terms and conditions will apply regarding missed payments, etc. (see FACTS Enrollment Form).

2. If tuition is delinquent, the following may apply according to the Academy school policy:

- a. report card will not be issued
- b. the student may not be permitted to continue enrollment if tuition is delinquent 60 days
- c. eighth-grade students will not be permitted to participate in graduation activities
- d. the student will not be permitted to re-register for the following year

3. Late Registration: Families registering after July 1st shall be expected to fulfill their tuition obligations according to the tuition policy Rate 1, stated previously. Tuition for students registering on or after the first day of school shall be prorated accordingly.

4. Transfers:

If a student transfers to another school after registration is complete, the family must pay the following: (1) FACTS Service Fee of \$50 and (2) tuition for the entire month in which the student is leaving. **No records will be transferred to the other school until these requirements are met.**



TUITION MANAGEMENT MADE EASY

Registration & Tuition Payments/Tuition Assistance

- Manage your family's tuition and other payments conveniently and flexibly.
- Apply for financial aid
- Use credit card and bank payment options available only through FACTS
- Add multiple payment methods to your online FACTS profile
- Pay for incidentals such as school sweatshirts and supplies, sports fees, field trips, 6th-grade camp, retreats, Movie Night tickets, and more!

For new families and families paying tuition in full and/or monthly payments

1. Go to www.stmartinacademy.org, click on the FACTS button (link). This will take you to the welcome and set up page for FACTS.
2. Click on the "New User/Get Started".
3. Enter student information for **EACH** student on the agreement.
4. Select a payment plan option.
5. Enter the proper demographic information and create a username and password.

Once you have set up your online payment plan with FACTS and created your username and password, you have the ability to view and update your payment plan online at <https://online.factsmgt.com>.

You will be notified by e-mail or letter regarding confirmation of the monthly tuition payment for the 2022-2023 school year. **Tuition payments begin July 2022 and end June 2023 with a 12-month payment plan (or September 2022 with a 10-month payment plan).**

If you have any questions, please contact a FACTS representative
at 866.441.4637 or e-mail inquiry@factsmgt.com.

FAMILY NAME: _____

PRE-ADMISSION AGREEMENT

We, the undersigned, enroll the student(s) listed in the contract, into St. Martin of Tours Academy for the 2022-2023 academic school year. We have read the contract and tuition schedule and agree to pay the applicable tuition.

Furthermore, we do hereby agree to comply with the academic, social, and health policies of St. Martin of Tours Academy. We agree to uphold the standards of the school, and to have the student(s) comply with school regulations and policies as set forth in the Family Handbook.

St. Martin of Tours Academy Mission

St. Martin of Tours Academy fosters confidence, curiosity, and independence through a climate of cooperation and trust by preserving dignity throughout the learning process, accentuating all children's God-given gifts in a Catholic environment.

We recognize the responsibilities of parents as the primary educators of their children and acknowledge the importance of teaching Catholic Christian values by example. We therefore will strive to maintain a Christian atmosphere in our home, especially by prayer and Sunday worship. We will cooperate in supporting a school community which teaches and reinforces Catholic Christian values.

In acknowledgment of this agreement, FACTS Management will deduct your registration fees for an automatic withdrawal of the registration fee (within 15 days of receipt of registration and contract) for each student (non-refundable) to ensure your child's placement. We understand that we are required to contribute financially to the Great Cash Giveaway Fundraiser Event. The 8th grade graduation fee will be deducted on September 10, 2022.

Parent / Guardian Signature

Date

Parent / Guardian Signature

Date

2022-2023 REGISTRATION & SCHOOL CONTRACT



Student Last Name: _____ First Name: _____ Grade 2022-2023: _____

Student Last Name: _____ First Name: _____ Grade 2022-2023: _____

Student Last Name: _____ First Name: _____ Grade 2022-2023: _____

Person(s) responsible for tuition: ☐ both parents ☐ mother ☐ father ☐ guardian ☐ other _____

Best email & phone for responsible party: _____ Phone: _____

REGISTRATION

- Registration Payment will be deducted from your FACTS account within 15 days of receipt.
- 8th grade graduation fee (8th grade only) of \$75.00 will be deducted on September 10, 2022.

TUITION PAYMENTS

RATE 1	1 Student	2 Students	3+ Students
Per Month (12 months)	\$626	\$1,220	\$1,783
Per Year	\$7,512	\$14,640	\$21,396

* I prefer tuition payments be deducted from FACTS on a ☐ 10-month schedule ☐ on a 12-month schedule (**check one**)

RATE 2 (35 hour volunteer commitment)	1 Student	2 Students	3+ Students
Per Month (12 months)	\$569	\$1,109	\$1,619
Per Year (Tuition Discount)	\$6,828 (\$684)	\$13,308 (\$1,332)	\$19,428 (\$1,968)

* I prefer tuition payments be deducted from FACTS on a ☐ 10-month schedule ☐ on a 12-month schedule (**check one**)

☐ GREAT CASH GIVEAWAY FUNDRAISER TICKETS - (\$300)

All families are required to contribute to the school budget through ticket sales. If all the tickets are not sold or purchased, the remaining balance will be added to your tuition balance and pro-rated over the remainder of the school year contract.

- ☐ Check this box if you prefer to pay for your 12 Great Cash Giveaway Tickets (\$300) in four payments of \$75 each (July, Aug. Sept. Oct.) through FACTS.

☐ FACTS tuition payment

NEW FAMILY: Sign up for FACTS ONLINE: <https://online.factsmgmt.com> at time of registration.

EXISTING FAMILY: No action required. Current schedule will remain with new tuition rates beginning in July 2022.



TUITION RATE 2 VOLUNTEER HOURS AGREEMENT

☐ We are requesting **Tuition Rate 2**. We agree to contribute the number of service hours as indicated below.

35 Hours per Family

We understand the commitment made to volunteer service and agree to work the hours as stated in the policy. We are aware that one-half of this commitment must be fulfilled by January 15, 2023 and the balance before May 31, 2023.

We understand that if we do not complete our required service hour commitment by May 31, 2023, we will be ineligible for Tuition Rate 2 the following year. We realize that it is our responsibility to record volunteer hours as directed.

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Parent / Guardian Signature	Date	Parent / Guardian Signature	Date

Please select your areas of interest for completing service hour requirements.

- ☐ Book fairs (during conference weeks)
- ☐ Gala Planning (Sept - mid Nov.)
 - ☐ Decor
 - ☐ Procurement of Items
 - ☐ Take Photos
 - ☐ Gift Wrap
 - ☐ Drive to pick-up/drop-off items
 - ☐ Clean Up
 - ☐ Set Up
 - ☐ Publicity
 - ☐ Solicit corporate sponsorships
 - ☐ Coordinate ticket sales after masses
 - ☐ Sell Gala & Opportunity Drawing tickets after masses

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- ☐ Walkathon (March)
- ☐ School-Sponsored Masses (Once per month on Sundays 9 am)
- ☐ Morning traffic duty (late Aug. - June)
- ☐ Lunch/Recess Supervision
- ☐ Pizza Lunch Fridays
- ☐ Room Parent Grade Level: _____
- ☐ Catholic Schools Week (last week of January)
 - ☐ Sunday morning kick-off Mass help (refreshments, setoup, clean-up)
 - ☐ Morning gathering for Moms
 - ☐ Morning gathering for Dads
- ☐ Grandparents' Day (May)
- ☐ Library class (reading, assist children with check out)
- ☐ Morning Fun Run (Tuesday /Thursday- 7:30-8am)
- ☐ Advancement & Development (Marketing) Committee
- ☐ Extended Care (when needed)
- ☐ Office assistance
- ☐ Community Garden
- ☐ Academic Decathlon Coach (grades 6-8 studying through 1st Saturday of March competition)
- ☐ Campus Beautification
- ☐ Mother-Son Outing
- ☐ Father-Daughter Dance
- ☐ Movie Nights (outdoors - 2 per year)
- ☐ Fair Trade Club
- ☐ Advent Program (live streaming, lighting, host/hostess for seating)
- ☐ Back-to-School Event (TBD)
- ☐ Fall Festival/Carnival (TBD)
- ☐ Special Skill(s) I have that I'd like to share my time/talents: _____

Coaching Sports -

Fall:	_____ boys flag football (5-8)	Spring:	_____ boys soccer (5-8)
	_____ girls volleyball (5-8)		_____ girls basketball (5-8)
	_____ cross country (K-8)		_____ boys & girls track (K-8)
Winter:	_____ pee wee soccer (K-4)		_____ pee wee basketball (3 & 4)
	_____ girls soccer (5-8)		
	_____ boys basketball (5-8)		