ST. MARY OF THE ASSUMPTION SCHOOL
ADMISSION CONTRACT
2016 - 2017

FAMILY NAME ______________________________________

Student Name(s)
1. ________________________________________________________ grade, fall 2016: ______________
2. ________________________________________________________ grade, fall 2016: ______________
3. ________________________________________________________ grade, fall 2016: ______________
4. ________________________________________________________ grade, fall 2016: ______________

REGISTRATION PROCESS

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>PYMT RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee 1 child</td>
<td>$325</td>
</tr>
<tr>
<td>Registration Fee each additional $125</td>
<td>____ x $125=_____</td>
</tr>
<tr>
<td>New student screening Fee per child</td>
<td>____ x $25 = _______</td>
</tr>
</tbody>
</table>

Total Registration Due ______________  Total Paid ______________

TUITION PAYMENT OPTIONS

☐ We/I choose to pay the actual cost of $5125 to educate a child. We/I understand that $1055 will go for tuition assistance for other families, and the $1055 is tax deductible.

☐ 11 monthly payments
☐ 2 payments per year
☐ 1 payment in full

TUITION RATES & MULTIPLE CHILD DISCOUNT

<table>
<thead>
<tr>
<th>1 child</th>
<th>2 children</th>
<th>3 children</th>
<th>4 children</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4070</td>
<td>$6050</td>
<td>$7920</td>
<td>$7920</td>
</tr>
</tbody>
</table>

monthly pymts

<table>
<thead>
<tr>
<th>1 child</th>
<th>2 children</th>
<th>3 children</th>
<th>4 children</th>
</tr>
</thead>
<tbody>
<tr>
<td>$370</td>
<td>$550</td>
<td>$720</td>
<td></td>
</tr>
</tbody>
</table>

Total Tuition Due ______________  Total Paid ______________

Scholarship applied for:____________  Awarded:  Yes  No  Pending

STEWARDSHIP CHOICES

☐ candy sale  or  ☐ Mardi Gras
☐ fulfill the BBQ requirement
☐ fulfill the SCRIP requirement
☐ fulfill the Service Hours requirement

Total Non-Participation Fees Due ______________  Total Paid ______________
I agree to meet all of the necessary requirements as indicated in the St. Mary’s Parent Contract. By signing this contract I also agree to pay tuition in the manner I have chosen above, and will do so by the designated due date. All tuition, fundraising requirements, and fees remaining unpaid by June 30, 2017 will be referred to an independent collection agency without further notice. St. Mary’s administration must be a good steward of all funds for the good of all.

I understand that tuition is not refundable once school has commenced and that, if I fail to meet all of the requirements contained within, I will be assessed the specified late fees and any administrative and/or legal costs associated with collecting my unpaid balances. In signing this contract, I also understand that the registration fee is non-refundable except in the case of kindergarten students who are determined not ready for kindergarten as indicated by the screening process.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Parent Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
St. Mary of the Assumption School strives to provide a quality pre-school through 8th grade education in a Catholic environment where teachers facilitate opportunities for students to develop spiritually, academically, physically and socially to each individual’s unique potential. Essential to the successful implementation of this mission is strong family involvement in the school program. Since the investment of educating each child is only partially defrayed by tuition, the school relies heavily on service hours, SCRIP, and fundraising programs to subsidize everyone’s tuition. **Failure to meet the obligations outlined in this contract may result in the dismissal of the registered student or students and payment of the subsequent cost of collection procedures necessary to collect on the delinquent account.**

Please read this contract carefully and mark your selections on the front page.

1. **Admission and Enrollment** -
   - **Screening fee of $25 per new student**
   - **New Student(s)**
     Each new student entering St. Mary’s School, or re-entering after more than one year of absence, will be on probationary status for one academic year. If, during this probationary period, a student exhibits academic or behavioral difficulty, his or her performance will be reviewed by the principal and a course of action will be determined up to and including exclusion from the school. All decisions about continued enrollment are at the principal’s discretion.
   - **Junior High Students**
     Any new student entering the sixth, seventh, or eighth grade must provide a character reference from a teacher or administrator at his/her current school. (form provided by St. Mary’s)

2. **Procedures and Policies**
   - **Parent Handbook**
     Families agree to abide by all rules and regulations stated in the Parent & Student Handbooks (found on the school’s website). These have been carefully considered by the pastor, principal, and teaching staff of St. Mary’s School and are deemed necessary for the smooth implementation of our academic program. Rules, regulations, and policies can be changed with written notice by the principal. (Paper copies of the Parent Handbook are available upon request.)

3. **Registration**
   - **Non-refundable registration fee of $325 for the first child and $125 for each additional sibling**
     **Returning Families:** DUE FEBRUARY 25, 2016
     Refunds will be given to families of kindergarten students who are determined not ready for kindergarten as indicated by the screening process.

4. **Late Charges**
   - **Late fees**
     There is a $25 late fee for each obligation or payment missed.
   - **Unpaid tuition and/or fees**
     All accounts remaining unpaid by June 30, 2017 will be referred to an independent collection agency without further notice. This includes all unmet fundraising requirements as well as tuition and any other school fees.
5. **Tuition**
   **Account Management**
   - **SMART Tuition**
     Every family is required to register with SMART Tuition. All payments, including tuition, fees, and late charges will be posted on the family’s SMART account. SMART Tuition will also charge late fees, and these fees will be posted to the family’s account as well.
   
   **Payment Options**
   - **Monthly Payments from August through June**
     Eleven-month payment plan through the SMART Tuition Program (This is an automatic debit which will be withdrawn from your checking or non-passbook saving account on the 5th or 20th of each month). This method MUST begin in August 2016 and will end in June 2017. Any family not enrolled in time to begin withdrawals by these dates will be required to make the missed payments in the school office before their student begins attending class.
   - **Two payments per year (one child = $2035 x 2)**
     half the annual tuition paid by August 8, 2016 with the remaining half due November 1, 2016
   - **One payment (one child = $3866.50 after discount)**
     5% discount if paid by August 8, 2016 (no discount if paid by credit card)

   **Tuition Rates**
   - 1 student $370 per month x 11 months = $4070
   - 2 students $550 per month x 11 months = $6050
   - 3 students $720 per month x 11 months = $7920

6. **Fundraising** - Each family must participate in one of our annual fundraisers. Please choose either the fall candy sale or the winter Mardi Gras Dinner, Dance, & Auction. You may also pay a non-participation fee.
   - **Candy Sale**
     Each student must sell or purchase three boxes of candy (to a maximum of nine boxes per family) during our annual candy sale held each fall. All monies associated with this sale (including non-participation fees) are due in the school office by September 30, 2016. Any unpaid fees will be added to the family SMART account after that date.
   - **Mardi Gras Dinner, Dance, and Auction**
     Each family must pay for two $60.00 tickets on or before December 16, 2016. You may sell, donate, or use your two tickets, which will be sent home at least one month prior to the event. Any unpaid fees will be added to the family SMART account after that date.
   - **Non-participation fee of $120 per family**

7. **Community**
   - **Spring BBQ**
     Each student is required to sell a minimum of five tickets (to a maximum of fifteen per family) for the Spring BBQ. Money still owed by the given date will be added to the family SMART account.
   - **Non-participation fee of $40 per child**

8. **Support**
   - **SCRIP**
     Each family is required to purchase a minimum of $300.00 per month ($3,000 a year) in gift cards in the school office; register their credit and ATM cards with Escrip; use their FoodMaxx shares card; and turn in receipts. Your SCRIP obligation must be met by May 31, 2017.
   - **Non-participation fee of $150 per family**
9. **Service**
   - **Service Hours**
     Each family is required to contribute a minimum of twenty-five (25) hours per school year in an approved service to the school. It is the responsibility of each family member to sign in at the school office or submit a report from the coordinator of an activity to receive credit.
   - **Incomplete Hours**
     Any family not fulfilling their service obligation by May 31, 2017 must, prior to re-enrollment or participation in graduation activities, either complete the hours or pay the non-participation fee of $20.00 per each hour not served. The fee will be added to the family SMART account for collection.
   - **Non-participation fee of $500 per family**

10. **Safeguard the Children**
    - **VIRTUS training**
      All parents and volunteers who work in any capacity with or around children are required to participate in the VIRTUS program or an equivalent safe environment training program approved by the Archdiocese of Los Angeles. Training is offered free of charge on the St. Mary’s campus.
    - **Background check**
      Any volunteer, including volunteer coaches, parents, persons assisting in the classroom, and others who regularly supervise students will be subject to fingerprinting under the Education Code. Other volunteers who are involved regularly with students will be subject to fingerprinting under the Penal Code.
    - **Guidelines for Interacting with Minors**
      All parents and volunteers will receive a copy of *Guidelines for Interacting with Minors* and must sign to acknowledge that they have received and read these guidelines.
    - **Teaching Touching Safety**
      St Mary's School uses the Touching Safety program to teach students body safety rules, safe environment guidelines, trusted adults, and internet safety. Each year, parents are highly encouraged to preview the materials and to allow their children to participate in this annual training to keep all of our children protected. The school will notify parents in advance of the lessons being taught.