

St. Mary's Catholic School
140 South 10th Street
Bird Island, MN 55310
(320) 365-3693
www.stmarysschoolbirdisland.com

Tuition Policy Statement
(Revised: June 2, 2022)

St. Mary's School is a Catholic School which relies heavily on the tuition payments collected. In order to maintain our high standards of quality education, it is imperative that all tuition fees are paid in a timely manner. To achieve that in the end, the following Tuition Policy has been adopted and will be strictly enforced by the Committee of Education.

Tuition for the 2022-2023 school year:

For K-8th Grade Students

Parents' Cost of Tuition

One Child	\$ 3,250.00
Two Children	\$ 6,400.00
Three Children	\$ 9,400.00
Four Children	\$12,150.00

Tuition Policy

1. St. Mary's School considers the person registering the student responsible for setting up and providing tuition payments.
2. St. Mary's School has adopted the FACTS management program to manage tuition accounts.
3. All St. Mary's School Families must enroll in FACTS on/or prior to the Back to School Blast. To enroll in FACTS, you will need to do one of the following:
 - NEW FAMILIES - Go to the webpage: <https://online.factsmgmt.com/signin/3D5RG>
Go to the "New User" or create an account. Fill in all questions, bank information and select your payment option.
 - RETURNING FAMILIES – You will automatically be rolled over from the previous year to the new school year in the middle of May of the current school year. If you want to change your payment plan in any way (number of payments, credit card information, bank information, etc) it would all have to be changed within 30 days after the roll over in May.

There are links on the St. Mary's website (www.stmarysschoolbirdisland.com) to assist you with this process if needed or you may call the school office for assistance.

Once you have completed any of the options above, you may view your information by going to www.online.factsmgt.com. **Do not view your information by going back to the steps listed above – by doing this you will create another account for your family.**

4. On/Or prior to the Back to School Blast date, the responsible parent/guardian will be required to set up a payment plan for the upcoming school year through FACTS and will be assessed an enrollment fee by FACTS based on the payment plan the family selects. Plan options will consist of:
 - Payment Plan Options
 - One Payment Plan – Pay Full tuition balance on or prior to the first day of school.
 - Two Payment Plan - payments are made in August and March.
 - Four Month Payment Plan - payments are in July, October, January and April.
 - 12, 11 or 10 Month Payment Plan - payments will begin in either June (12 month), July (11 month) or August (10 month)
 - Enrollment Fees
 - One Payment Plan: \$0.00
 - Two Payment Plan: \$10.00
 - Three or More Payment Plan: \$41.00
6. Electronic Payments (ACH or Credit Card Payments) via FACTS are the preferred options in paying tuition. However, if payment is made by check, the check needs to be sent or dropped off at the school and not the parish office. Checks should be made payable to St. Mary's School.
7. Payments will be processed by one of two methods.
 - The first is having your payment withdrawn by FACTS from your designated bank account on the 5th, the 15th, or the last day of each month.
 - Payments made through FACTS using a credit card MasterCard, Discover, or Visa are acceptable. Those paying with a card will be charged a fee.
8. Each family is allowed to move a due date for a payment three times during the school year. Requests for a change in payment date must be in writing and given to the office at school at least two weeks prior to the original due date. Payment dates for a given month may only be changed once unless approved by administration.
9. Tuition accounts must be current in order for students to participate in any type of class field trip and in order for an eighth grade student to participate in the graduation ceremony.
10. Late fee and past due tuition must be paid to FACTS before a student can register for the new school year.
11. Limited Tuition Assistance is available under the following conditions and restrictions:
 - Applications may occur at any time throughout the year, and more than once, if a change in your personal financial conditions necessitate the need for tuition assistance.
 - Pertinent financial information must accompany the application. All information remains confidential.
 - Financial assistance will be distributed based on need and availability.
12. If you are applying for Tuition Assistance the following steps must be taken:

- Obtain a Tuition Assistance Form from the office at the school or website.
 - Return completed forms in a sealed envelope to school office. All applications will be processed in a timely manner.
 - You will receive notification from the principal regarding your Tuition Assistance status.
 - If a tuition assistance dollar amount has been awarded and applied to a family's account within a designated school year and the family chooses to leave St. Mary's School, the family will be held responsible for reimbursing St. Mary's School for the financial amount rewarded.
13. Early withdrawal: If a family chooses to withdraw their student prior to the end of the school year, the family will be responsible for all tuition due to the end of the current quarter when the student is withdrawn.
14. Each family with students at St. Mary's School is required to sell 8 Cash Calendars at \$30.00 each for a total of \$240.00. The money from the sales and any unsold calendars are due by December 1 of that school year. Any unsold calendars will be applied to your tuition account. If more than the required 8 calendars are sold, a \$20.00 per extra calendar sold will be applied to the family's tuition account. Credit will not be issued until after the first of the year.

Committee of Education Members:

Scott O'Neill

Jamie Kubesh

Stephanie Lerud

Matt Baumgartner

Jackie Kaufenberg

Malissa Everson

Sene Zupke