

REGISTRATION AND ADMISSION (Rev. 1/20/15)

This policy is in accordance with Admission Policy #5110 from the Department of Education, Catholic Diocese of Columbus.

Schools recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities. In addition the school will not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency or disability in the administration of its educational programs and extracurricular activities.

PROCEDURES:

Parents wishing to enroll their children in Saint Mary School may do so by contacting the school office. You will be asked to fill out a registration form and pay a non-refundable registration fee. Registration forms are not valid unless accompanied by payment of the registration fee. Forms received without payment will be immediately returned.

Families with children already enrolled must be in good standing (tuition and fees paid in full and a good discipline record) to be accepted for the next school year. If a family is not in good standing, a meeting with the Principal or the Parish Administration (Parish Administrator or Finance Manager) must be held to resolve any issues before their children are re-enrolled for the next school year.

New families must make an appointment with the principal for an interview prior to acceptance and children will be tested to ensure readiness at their expected grade level before being enrolled.

TUITION POLICY

GENERAL POLICY AND TIMELINE:

Once registered and accepted, each family must complete a financial contract for the coming year. An appointment with the Parish Finance Manager to complete the contract should be made within 5 days of registration.

Acceptance or re-enrollment into St. Mary School is not final until this contract is completed. Re-enrollment contracts should be completed within 14 days of registration. New families should complete their contracts within 14 days of acceptance.

We recognize that plans may change, especially for new families. Contracts must be modified, and a signed copy received within 14 days of any change.

Tuition and assessment rates will be reviewed each year. Each family will be billed the per pupil cost for each child.

Tuition will be prorated for families entering the school more than two weeks after the first day of school. The Finance Manager will calculate the pro-rated amount, currently based on the number of weeks in the school year. St. Mary reserves the right to change the method of proration, if needed, in response to other policy changes within the Parish or within the Diocese of Columbus.

TUITION ASSISTANCE:

Families seeking tuition assistance **must** apply each year through FACTS tuition aid at <https://www.factstuitionaid.com> by March 15th PRIOR to the coming school year. The FACTS application does two important things. First, application is made to the Diocese of Columbus for tuition aid. This aid is for everyone, it is not limited to Catholic families. Second, it provides verification of family income and shows a family's ability to pay tuition relative to a baseline. Detail information about a family's income and assets is not shown, giving families some privacy in this process. This information acts as a "safety net" for families whose planned aid through Ed Choice or Ohio Choice is not approved by those agencies, and will serve as proof of income in the assistance determination process where required.

There is a fee collected by FACTS for this service. St. Mary does not receive any portion of this fee. St. Mary may reimburse this fee for families who have demonstrated household income at or below 250% of the federal poverty guideline. Proof of application to FACTS showing the family's name and date of application will be required. The date of application MUST be prior to March 15th, and the request for reimbursement must be submitted within 30 days of application. Requests for reimbursement more than 30 days after the date of application will be denied.

Families receiving an Ed Choice or Ohio Choice scholarship must renew their Ed Choice or Ohio Choice scholarship each year. These families must also complete and submit income verification forms and materials each year to the Ohio Department of Education if the family's household income falls at or below 200% of the Federal Poverty Guideline.

New families may apply for an Ed Choice or Ohio Choice scholarship if they are eligible to do so. Income verification forms and materials must also be submitted to the Ohio Department of Education if the family's household income falls at or below 200% of the Federal Poverty Guideline.

Families who are denied an Ed Choice Scholarship, experiencing a financial hardship or who fail to submit income verification materials as described above must have an evaluation meeting with the Parish Administrator and/or Finance Manager to determine what, if any, aid may be offered. An income-based scale has been established to help in these situations. Proof of income will be required.

St. Mary Parish will subsidize tuition for active (attending Mass), participating (in Sacramental and Parish activities) and contributing (time, talent or treasure) Catholic families. In addition to the many needs of the school, the parish has many ministries in which members may participate, and other needs that members may be able to fulfill. The Parish Office has more information about these programs.

Catholic families who belong to another parish that does not have a school may seek a subsidy from that parish. A subsidy agreement letter must be

signed by the Pastor of the parish to which those families belong. The amount of the subsidy will be up to the Pastor or his staff to determine, and must be listed in the agreement. A copy of the Parish subsidy agreement may be obtained from the School Office or from the Parish Office.

Additional grants may be available. These grants are available to both Catholic and Non-Catholic families. These grants will be awarded according to a family's service hours record and financial need as reflected by a family's FACTS tuition aid application.

Parents of students receiving the Ed Choice scholarship are responsible for tuition over and above the amount of the scholarship. Changes in the law governing the Ed Choice scholarship state that as of 2014 schools will decide whether service hours can be used to offset any remaining tuition. St. Mary will implement this policy beginning with the 2015-16 school year. The percentage of tuition remaining (after subsidies and/or grants) that can be offset by service hours will be as follows:

School Year	Service Hours Offset	Paid by Family
2015-16	85%	15%
2016-17	75%	25%
2017-18	65%	35%
2018-19	50%	50%
2019-20	25%	75%
2020-21	20%	80%
2021-22	10%	90%
2022-23	-0-	100%

This schedule is subject to change based on economic conditions for both St. Mary and its families. No change will be made after registration for a particular year begins. Any change to this schedule will be communicated to all families prior to opening registration for that year.

STATEMENTS:

Statements are sent out quarterly, by regular mail, about the same time report cards are scheduled to arrive. If you do not receive a statement, please contact the Parish Office at (614)445-9668.

Up to 5 (five) separate statements may be received, depending on the services used by your family:

Family Tuition – shows charges, and payments for elementary school tuition that the family is expected to pay. Subsidies and grants are also reflected on this statement.

Ed Choice Tuition – shows the amount of tuition charged to and paid by the State of Ohio. If there is no activity for a particular quarter, a statement will not be sent.

Service Hours – shows the charge for service hours for the school year, and hours that have been served. Each family is charged 30 hours for the year. So long as 30 hours are served during the year, no payment is due. Payment is only due at the end of the year, by the last day of school, for any hours not served. A payment may be recommended during the year if the record of hours served indicates that there may be a serious shortfall by the end of the year.

SACC (Latchkey) – shows charges and payments for after school care.

Preschool Tuition – shows charges and payments for Preschool tuition.

Once a statement balance has reached zero no further statements will be sent.

PAYMENTS:

Payments for Tuition (both Elementary and Preschool), SACC or Service Hours must be made at the Parish Office. Payments can be made in person or by regular mail to St. Mary, 672 S. Third St., Columbus, OH, 43206. Tuition payments should not be made at the School Office.

Payments are normally made by check, money order or in cash. Payments can also be made through FACTS tuition payment system, which is a third party processor for automatic payments. There is a fee charged by FACTS for this service. If payment is made in cash, a receipt will be given at that time. NEVER leave a cash payment without obtaining a receipt.

Payments made by debit or credit card are accepted; a convenience fee of 3% will be assessed at the time payment is made. This fee is to cover processing costs charged to St. Mary. This fee will be reviewed annually and may increase or decrease slightly. Any changes will be communicated to the person making payment prior to processing that payment.

RETURNED CHECKS:

If a check is returned to us by the bank for any reason, the check should be replaced by cash or money order within 14 days. The fee for a returned item will be the amount that St. Mary was charged by its bank. It is not our intention to profit from someone's misfortune.

NON-PAYMENT:

We make every effort to ensure families receive a tuition contract that is fair and affordable. We expect payments to be made accordingly.

If an account is 60 or more days past due, a conference must be scheduled to determine what corrective action can be taken. We will work with you to determine the best course of action for your family.

If a conference is not scheduled within 10 business days of our request, or the corrective action agreed upon is not taken by the date agreed upon during the conference, your child will not be permitted to attend school until a conference is held or the correction to the account has been made.