

MONTESSORI NEW FAMILY CONTRACT 2017–2018

Sacred Heart Academy
1200 Dayton Street SW
Grand Rapids, MI 49504

PARENTS' NAMES: _____

ADDRESS: _____ CITY: _____ ZIP: _____

HOME/CELL: _____ WORK: _____

EMAIL ADDRESS: _____

IF A REGISTERED PARISHIONER, SPECIFY HOME PARISH: _____

STUDENT NAME	AGE*	BIRTH DATE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Note on Ages: Three year olds who are fully potty-trained are welcome to enroll in any Montessori schedules; however, students who are four or older may not enroll in the 4 Day, Half Day schedule.

Enrollment Options	SMART Tuition Payments			
	Option #1 (Paid in Full)	Option #2 (Jul. & Feb.)	Option #3 (10 Month)	Option #4 (11 Month)
4 Day, Half-Day (3 y/os only)	\$2,500.00	\$1,250.00	\$ 250.00	\$ 227.27
5 Day, Half-Day	\$2,900.00	\$1,450.00	\$ 290.00	\$ 263.64
4 Day, Full-Day	\$4,150.00	\$2,075.00	\$ 415.00	\$ 377.27
5 Day, Full-Day	\$5,000.00	\$2,500.00	\$ 500.00	\$ 454.55
4 Day, Half-Day (2 children)	\$3,750.00	\$1,875.00	\$ 375.00	\$ 340.91
5 Day, Half-Day (2 children)	\$4,150.00	\$2,075.00	\$ 415.00	\$ 377.27
4 Day, Full-Day (2 children)	\$5,425.00	\$2,712.50	\$ 542.50	\$ 493.18
5 Day, Full-Day (2 children)	\$6,425.00	\$3,212.50	\$ 642.50	\$ 584.09
Montessori Family Cap	\$7,250.00	\$3,625.00	\$725.00	\$659.09
_Out-of-Parish Rate (per child)**	+\$1,200.00/per Kindergarten-aged Student/+\$350 all others	+\$600.00/ per Kindergarten-aged Student/+\$350 all others	+\$120.00/ per Kindergarten-aged Student/+\$350 all others	+\$109.09/ per Kindergarten-aged Student/+\$350 all others

Note: It is the policy of the Diocese of Grand Rapids that any parish which **does not currently have its own parish school will provide \$1,200 per K-12 student in support of each child of a registered, active parishioner enrolled at a diocesan school.

The Role of Tuition in Catholic Education:

As a ministry of Sacred Heart of Jesus Parish, we strive to provide a much-needed service to families in a way that is both charitable and sustainable. In order to continue our educational ministry, it is necessary both to establish and collect tuition in a manner that is both reasonable and efficient, respecting the collegial relationship between parent and academy.

Our academy endeavors to support a culture of life by making tuition affordable for all families. As such, we have created tuition caps which help make Catholic education available to all families. This means that the cost of education (as detailed below) is significantly more than the tuition assessed.

	Sacred Heart Academy (16-17)	Grand Rapids Public (13-14)	MI Private Schools (15-16)
Annual Expenses	\$7,584/per Montessori student	\$14,632/student*	
Ave. Annual Tuition	\$3,350/per Montessori student	\$13,353/student*	\$6,531/student†
Donor Support	\$4,240/ per Montessori student	* Source: Mackinac Center for Public Policy	†Average tuition reported by privateschoolreview.com. Expense data is private and not available for comparison.

We ask you to prayerfully consider any additional amounts your family can contribute above the base tuition amount. Anything contributed above that amount is fully tax deductible. The donation can be paid upfront or over the course of the year.

Donations are a key part of our school funding and needed to keep our school financially viable. Additionally, because the parish weekly collections help to support the school, an out-of-parish rate is necessary. An incremental \$1,200 is assessed to Kindergarten-aged families who are not members, consistent with Diocesan policy. All non-Kindergarten-aged out-of-parish families are assessed \$350 per child.

Non-Refundable Registration Fee:

In addition to tuition, a non-refundable registration fee is required to process this application. The registration fee for new families is \$200.00. This fee must be paid at the time of submission of this enrollment application to reserve a spot in the Academy.

TUITION CALCULATION Please note any scholarship award information will be loaded into SMART tuition when the award determination is finalized. You must use the designated financial aid process to be considered for any financial assistance.

- 1. Total "Paid in Full" Amount: _____
- 2. Out-of-Parish Rate: + _____
- 3. Registration Fee (due at time of submission): + _____
- 4. Tax-deductible Donation + _____
- 5. Total Contract Amount: = _____

SELECT PREFERRED PAYMENT OPTION:

- _____ Option #1 - Full payment – Due July 1st to SMART Tuition
- _____ Option #2 - Semester Payments – Two equal installments due July 1st and February 1st to SMART Tuition
- _____ Option #3 - 10 month payment plan (June – March) Payments due on agreed upon date to SMART Tuition
- _____ Option #4 - 11 month payment plan (June – April) Payments due on agreed upon date to SMART Tuition

Enrollment Procedures and Policies:

Open Enrollment begins on February 15th. The total number of new students accepted by Sacred Heart Academy is determined by the number of available spots on February 15th. Any students who have been granted admission prior to June 1st must have made their initial payment to SMART Tuition –OR– have paid their annual tuition in full by July 1st. Students whose accounts are not paid current as of July 1st will forfeit their enrollment priority status.

Sacred Heart of Jesus Parish on behalf of Sacred Heart Academy reserves the right to pursue collections on any delinquent account. Accounts become delinquent when they are more than 30 days past due. If collections are pursued, any and all collection and attorney fees along with 1.5% fee will be added to any balance owed. Families that elect to transfer to another educational facility prior to the end of the school year will be responsible for the payment of the entire contract amount.

Whenever multiple applicants are in contention for an open seat at Sacred Heart Academy, the following Order of Priority for Admission will be followed. This policy seeks to show proper respect for the applicants and to better allow Sacred Heart Academy to fulfill its mission as a parochial school. First priority will be given to currently enrolled full-time students, next to currently enrolled part-time students, then to registered parishioners of Sacred Heart of Jesus Parish not currently enrolled at the academy, then to out-of-parish families who are not currently enrolled in diocesan schools, and finally to out-of-parish families currently enrolled in diocesan schools. During periods of Open Enrollment (see above) current full-time and part-time students who have not re-enrolled will be considered in their proper place in the latter three categories.

I am aware of the policies governing enrollment, tuition, and other expectations adopted by Sacred Heart Academy. I understand these policies and others outlined in the Sacred Heart Academy Family Handbook. I agree to submit the Family Handbook acknowledgment for 2017-18 when available.

SIGNED: _____

DATE: _____ ADMINISTRATOR'S SIGNATURE: _____

To apply for reduced tuition, please refer to the SMARTAID instructions which are available in the school office and on the school website. Be certain to submit SMARTAID applications directly to SMARTAID, not to the school office.

ONCE THIS CONTRACT IS COMPLETED, SIGNED BY BOTH PARENT AND ADMINISTRATOR, AND RETURNED WITH THE REGISTRATION FEE, A SEAT IN THE SCHOOL WILL BE RESERVED. IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE SCHOOL OFFICE AT (616) 459-0948.

PLEASE NOTE:

Your complete application should include:

- A Family Data Sheet (Needed by current families only if changes to contact or emergency contact information have been made.)
- A Student Data Sheet for each child being enrolled (Needed by current families only if changes to contact or emergency contact information have been made.)
- Your registration fee
- Your signed Tuition Contract