



# St. Mary's Academy

TRADITION ENDURES

## TUITION PAYMENT SCHEDULE & CONTRACT

20\_\_-20\_\_ Academic Year

Family: \_\_\_\_\_ K 1 2 3 4 5 6 7 8  
Total Book Fee: \$ \_\_\_\_\_ ☐ PAID  
Total Tuition: \$ \_\_\_\_\_ Assistance: ☐ Yes ☐ No  
Payments: ☐ Single \_\_\_\_ / \_\_\_\_ / \_\_\_\_ ☐ Quarterly \_\_\_\_\_ ☐ Monthly \_\_\_\_\_  
Method of Payment: ☐ Electronic ☐ Check\* ☐ Cash\*

### \*Checks and cash payments must be:

1. Within envelopes labeled with the family name; and
2. Given directly to the Principal or school secretary.

Anyone paying cash for tuition are highly encouraged to obtain a receipt at the time of payment. If a discrepancy arises later, a receipt will be required to substantiate any payments made with cash.

### *This section for those needing financial assistance only.*

#### TUITION CONTRACT

Dates from: \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Book Fee: I agree to pay the entire book fee of \$ \_\_\_\_\_ in totality, or in increments of \$ \_\_\_\_\_ monthly.

Tuition: I agree to pay \$ \_\_\_\_\_ per month, and/or I agree, in place of monetary tuition payments, to provide services, detailed below, to the school/parish in the amount of:  
\_\_\_\_\_ hours per ☐ week ☐ month

I/We understand that the payment herein agreed, monetary or manual, is a legal debt and it may be reported to a credit-reporting agency upon inequitable delinquency. I/We agree to pay any collection or legal fees incurred by the school in collecting this debt.

I/We also understand that the school may refuse to issue report cards or release school records for any student whose tuition is not current.

Description of services to be provided:

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor or Principal

\_\_\_\_\_  
Date