



2016-2017 TUITION AND FEE SCHEDULE

ENROLLMENT FEE

\$550 This **non-refundable fee** applies to all students.

For Returning Students: The \$550 enrollment fee will be drafted by FACTS on February 24, 2016. If you pay annually via check, please submit a check to the Finance Office.

For Freshman and New Students: A check for the \$550 enrollment fee is due to Admissions by February 24, 2016.

For student applying for financial assistance: The \$550 enrollment fee will be collected through FACTS after you receive notification of financial assistance eligibility.

TUITION SCHEDULE

Tuition Rates	Payment Plan Options				
	Annual	Bi-Monthly	Monthly	Quarterly	Semi-Annual
Catholic	\$8,072	\$336	\$673	\$2,018	\$4,036
Non-Catholic	\$9,165	\$382	\$764	\$2,291	\$4,583
Due Dates	July 1st	5th & 20th	5th or 20th	Jul, Oct, Jan, Apr	July & Jan

Any portion of tuition not paid in full by July 1, 2016, **MUST** be paid through a payment plan with FACTS Tuition Management Company. 12 Month Payment Plans begin July 1, 2016, and end June 20, 2017.

INCIDENTAL BILLING

For your convenience, charges and fees associated with the Learning Services Program, Advanced Placement Program and/or International Baccalaureate Program, Extra Curricular Activity Fees, Senior Yearbook Ad, and Incidental Charges at Welcome Back Day will be processed through FACTS Tuition Management Company Incidental Billing. Learning Services Program, Advanced Placement Program and/or International Baccalaureate Program fees and payment requirements can be found in the curriculum guide.

TRUE COST OF EDUCATION

Mount St. Mary spends on average **\$12,460** on each student which is the **true cost of education**. Generous donors including parents, alumnae, friends and the Sisters of Mercy, make it possible for **Mount St. Mary Academy to keep tuition affordable for every student.**



MOUNT ST. MARY

A C A D E M Y

2016-2017 FINANCIAL AGREEMENT

PARENTS/GUARDIANS: Thank you for your interest in Mount St. Mary Academy. This financial agreement must be completed for each student attending Mount St. Mary Academy (MSM) in the 2016-2017 School year. The financial agreement and \$550 enrollment fee are due by **February 24, 2016**, to complete enrollment.

For Returning Students: The \$550 enrollment fee will be drafted by FACTS on February 24, 2016. If you pay annually via check, please submit a check to the Finance Office. Please complete the financial agreement and submit to Admissions by February 24, 2016.

For Freshman and New Students: The financial agreement and the \$550 enrollment fee (check or cash) are due to Admissions by February 24, 2016.

For Student Applying for Financial Assistance: The \$550 enrollment fee will be collected through FACTS after you receive notification of financial assistance eligibility.

STUDENT INFORMATION

STUDENT NAME: _____ **GRADE:** 9TH 10TH 11TH 12TH

RELIGION: _____ **CHURCH:** _____

PAYMENT AND FEES

I agree to pay **all applicable tuition as detailed on the 2016-2017 Tuition and Fee Schedule** on the due dates set forth in the FACTS Management Company Tuition Plan of Payment and by reference made a part hereof. I acknowledge and agree that the above named student may be dropped at semester/year end from school enrollment if tuition and fee payments are not kept current. I further acknowledge and agree the grades of the above named student not be released until and unless all fees, tuition, assessments and other charges have been paid in full.

Catholic Tuition Rate - \$8,072

Non-Catholic Tuition Rate - \$9,165

CHARITABLE CONTRIBUTION

Mount St. Mary spends on average **\$12,460** on each student which is the **true cost of education**. Tuition pays just a portion of that amount. To bridge the GAP between tuition and the true cost to education, we ask you to elect to make a charitable contribution in the amount you select or write in below to the Mount St. Mary Annual Fund. All contributions are tax deductible and will be acknowledged by Mount St. Mary Foundation. Payments in any amount will be collected with tuition payments according to your selected plan with FACTS Tuition Management.

\$4,388 Annual Gift **\$3,295 Annual Gift** **\$2,468 Annual Gift** **\$1,375 Annual Gift** **\$ _____ Other Amount**

I HAVE READ AND FULLY UNDERSTAND THE FINANCIAL POLICIES AND PROCEDURES OF THE SCHOOL. UPON CONSIDERATION THEREOF, I AGREE TO ABIDE BY THE TERMS AND CONDITIONS THEREIN STATED. THE UNDERSIGNED PARENT(S) OR GUARDIAN(S) FINANCIALLY RESPONSIBLE FOR THE STUDENT IDENTIFIED HEREIN ACKNOWLEDGES THAT HE/SHE HAS READ THE FOREGOING CONTRACT AND ACCEPTS AND AGREES TO THE TERMS OF SAME.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

FACTS Agreement Responsible Party: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Return form to the Admissions Office by February 24, 2016

FINANCIAL POLICIES AND PROCEDURES

The Mount St. Mary Academy Board of Directors has the responsibility, based upon on-going review and recommendations by its Finance Committee, for setting policies regarding tuition rates, payment schedule, and collections. All policies reflect the Board's obligation to ensure the school's mission.

All families must complete, sign and return the 2016-2017 MSM Financial Agreement and \$550 Enrollment Fee (deferred for those applying for Financial Assistance) to the Mount St. Mary Academy Admissions Office by February 24, 2016, to be considered for enrollment. Mount St. Mary Academy (MSM) will use the services of FACTS Tuition Management Company (FACTS) for collection of all tuition payments. **Emails are sent out by FACTS in June 2016 providing information about payment options and how to set up installment plans on their website.**

FINANCIAL ASSISTANCE

Families seeking financial assistance should complete an assistance application with FACTS Grant & Aid Assessment by April 20, 2016. **Financial assistance decisions are made in late May and you will be notified by email.**

TUITION PLANS OF PAYMENT

All payment plans begin July 1, 2016 and end June 20, 2017. Available payment methods include bank draft and credit card payments. FACTS Tuition Management accepts Visa along with MasterCard, Discover and American Express. Installment payments may be debited (withdrawn) electronically from either a checking or savings account, or may be paid by credit card to FACTS (**a convenience fee of 2.75% is charged by FACTS for this option**). They offer an Annual Payment Plan, Semi-annual Payment Plan, Quarterly Payment Plan, Monthly Payment Plan, Bi-monthly Payment Plan and Weekly Payment Plan. Families enrolling after July 1, 2016 will be expected to fulfill their tuition obligation according to the tuition payment policy stated above. Tuition for students enrolling after the first day of school will be billed for the full semester.

TUITION REFUNDS

Families withdrawing students prior to the first day of school will be refunded the entire amount of tuition that has been paid for the current school year excluding the Enrollment Fee. **In the event a student is withdrawn or is dismissed from Mount St. Mary Academy, tuition is still due for the remainder of the semester in which the student is withdrawn.**

LATE PAYMENT

It will be the responsibility of each family to keep the MSM Finance Office informed of any need they may have to request changes to the method or amount of tuition payment they schedule. Delinquent accounts are assessed a \$15 late payment fee by FACTS when tuition payments are not received or received late.

RETURNED PAYMENT

Tuition payments returned unpaid are assessed a \$30 returned item fee. Returned items are resubmitted by FACTS; however, if this process is unsuccessful, it is the responsibility of the family to submit payment as soon as possible to FACTS, as well as continue regularly scheduled payments. Payments made to the school for other costs that are returned unpaid are assessed a \$15 returned item fee by the school.

STUDENT COMPUTERS

The cost of your child's personal computer is included in the tuition fee.

SPECIAL FINANCIAL CIRCUMSTANCES

When unexpected circumstances occur that adversely affect the ability of the parent(s)/legal guardian(s) to meet their financial responsibilities, special arrangements may be made through the Director of Finance in consultation with the President. **For the sake of the family's security and peace of mind, and the financial stability of Mount St. Mary Academy, we encourage parents or legal guardians to contact the MSM Finance Office as soon as possible when they are experiencing economic difficulties.** The MSM Finance Office will strive to make arrangements with families on an individual basis and in a way that respects the concern and commitment of all MSM families for the education and faith formation of their daughters.

NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY

Families failing to pay tuition according to the agreement made with Mount St. Mary Academy or those families unwilling to make suitable alternative payment arrangements are subject to withdrawal (with a grace period of 30 days notice.) **All families must be current in their payment of tuition at all times.** If suitable payment arrangements are not made, the delinquent accounts will be turned over to a collection agency.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

AAA requires that students participating in AAA sanctioned events (All Sports, Cheer and Rockettes) must not be delinquent on any financial arrangements made with the school for more than 60 days.