



# ST. MEL'S CATHOLIC ACADEMY

April 11, 2018

Dear St. Mel's Families,

Since the stability of our school and the quality of its programs are of the utmost importance, we are always seeking ways to make improvements to benefit everyone. After much research and investigation, we have partnered with FACTS Management Company to help us manage our tuition payment program. FACTS is used by many schools within our Diocese and over 6,500 schools nationally. We are excited to be working with them and are confident this program will offer greater efficiency and financial stability for the school while providing convenience to families. One of our primary goals this year is for St. Mel's to provide a cleaner more efficient tuition payment system.

You will realize these benefits by using FACTS for your tuition payment plan:

1. **Payment Dates:** You may choose either the monthly or pay in full options of payment. Automatic payments can be made from a checking or savings account or from a variety of credit cards.
2. **Enrolling in FACTS:** Once all 17-18 tuition is paid and no money is owed to the school, you will receive an invite from FACTS with information necessary to enroll. Included in the invite will be the website you will need to access.
3. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction. No cash will be accepted at the school.
4. **Consumer Account:** You may check your personal account or make payments online from the convenience of your home or office anytime.

One of the universal challenges in education is achieving a balance between our educational mission and financial stability. It is precisely for this reason we are enlisting the help of the FACTS Management Company. With FACTS, the school maintains decision-making control. As always, we will continue to work with families should special circumstances or "hardship" cases arise during the school year. Scholarships are available through [www.futuresineducation.org](http://www.futuresineducation.org).

Attached you will find the tuition amounts, tuition plan, and education fee form for the 18-19 school year. To begin next year's tuition and enroll in the 18-19 school year, please complete the education fee form and send it back to the school in an envelope marked "Education Fee 18-19" by April 27<sup>th</sup>. Remember, all 17-18 tuition must be paid before the education fee is accepted and enrollment in FACTS can begin.

Thank you for your continued loyalty and support to St. Mel's Catholic Academy. Through your dedicated efforts, we are able to provide your child with a high quality faith based environment.

God bless,

Mr. Christopher Stein  
Principal



# ST. MEL'S CATHOLIC ACADEMY

## Education Fee Form for the 2018-2019 School Year

Please use the form below to register your child/children for the 2018-2019 school year. This form and the educational fee secures your child's spot at St. Mel's Catholic Academy. The educational fee and form are due by April 27<sup>th</sup> 2018 and should be sent in an envelope marked "education fee". Please fill out the entire form below and sign at the bottom. The Education fee will not be accepted if tuition is owed from the 17-18 school year. Financial assistance is available for those who qualify at [www.futuresineducation.org](http://www.futuresineducation.org). The education fee goes to maintaining and advancing the educational and technological opportunities of our students.

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\_\_\_\_\_

Family Last Name

Father's Name

Mother's Name

Address: \_\_\_\_\_

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Church Envelope # \_\_\_\_\_

Child's Name

Grade for 18-19 year

Fee Per Child

- |    |       |       |          |
|----|-------|-------|----------|
| 1. | _____ | _____ | \$250.00 |
| 2. | _____ | _____ | \$250.00 |
| 3. | _____ | _____ | \$250.00 |
| 4. | _____ | _____ | \$250.00 |

Total Amount Paid \_\_\_\_\_

\_\_\_\_\_ I am choosing a Catholic Tuition Plan

\_\_\_\_\_ I am choosing a Non Catholic Plan

By signing below I acknowledge that I have read and fully understand the non-refundable fees tuition costs and school fees and terms outlined in this contract. I further understand that I am legally responsible for the payment of all tuition and fees.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



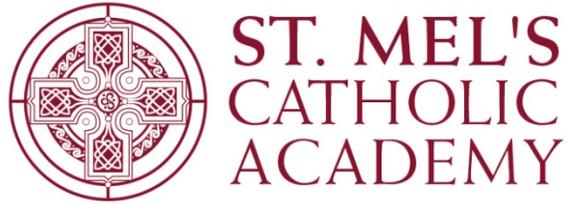
**ST. MEL'S  
CATHOLIC  
ACADEMY**

**Tuition for 2018/2019 School Year**

| <b>K – 8</b>           | <b>Catholic</b> | <b>Non Catholic</b> |
|------------------------|-----------------|---------------------|
| One Child              | 4,800           | 5,800               |
| Two Children           | 7,900           | 9,850               |
| Three or more Children | 9,900           | 11,500              |

|              |                                      |
|--------------|--------------------------------------|
| <b>Pre-K</b> | No charge for full day Pre-K For All |
|--------------|--------------------------------------|

| <b>Nursery</b>  | <b>Amount</b> |
|-----------------|---------------|
| Five Full Days  | 4,800         |
| Three Full Days | 4,200         |
| Five Days AM    | 4,200         |
| Three Days AM   | 3,800         |



### **Tuition Plan 2018/2019**

Attached please find the educational fee and the Tuition scales for Nursery, Pre-K For All and K-8 for the 2018-2019 school year at St. Mel's Catholic Academy. For the 18-19 school year, we will be moving to the FACTS tuition management system.

For Catholic tuition rates, you must be registered at St. Mel's Parish. Your family should worship regularly and contribute at least \$6.00 to the weekly collection by way of your envelope. If you need to register with St. Mel's parish you can contact the rectory at 718-886-0201.

Tuition is also formulated based on the expected participation of St. Mel's fundraising. This includes the Catalog Sale, World's Finest Chocolate sale, and Walk-a-Thon. If you choose to opt out of the fundraising, you may pay a \$550.00 fee per family for the year.

Tuition is due by the 3<sup>rd</sup> of each month. The tuition for the 2018-2019 school year will begin on June 3, 2018 and end of March 3, 2019. Your monthly payment is based on a ten month period. All tuition payment should be paid through FACTS. Four payments are needed by September for students to be admitted to school. Tuition assistance from the Diocese of Brooklyn is available for families having difficulty with payments. See attached forms.

When a delinquency of tuition or fee payment occurs a letter or e-mail will be sent to the parent. If payment is not received a phone call will be made and will result in a parent meeting with a member of the Tuition Assistance Committee. Failure to communicate with the academy and resolve the delinquency through a payment schedule approved by the academy will result in suspension of services for the student.

No student will be permitted to begin an academic year if any portion of the previous year's tuition is delinquent. In addition, for any tuition delinquency, the academy may withhold trimester exams, report cards, transcripts, records and diplomas until all financial obligations are satisfied in full.

In order to fully participate in graduation activities all debts for 8<sup>th</sup> grade students must be cleared by the first Monday in May. Eighth grade transcripts will not be released to the high school if the financial obligations have not been met.

The academy reserves the right to place severely delinquent accounts in the hands of a collection agency or its attorneys for collection. It is not our desire that any family should incur unnecessary legal fees or suffer further embarrassment or inconvenience in this regard. We, therefore, encourage prompt communication with the academy if there is a problem with tuition payments.