



NATIVITY OF MARY CHURCH AND SCHOOL

Rooted in faith | Growing in knowledge | Serving others

Dear Nativity of Mary Parents,

Welcome to the 2018-2019 school year. We pray together that this is a year of great academics and wonderful experiences for your children. In order to ensure fiscal continuity for our school, we have a four tier approach for stability.

First, we depend upon the support of many parishes to sustain our school. Please obtain the letter of registration from your pastor if you are a member of a surrounding parish. If you are a member of Nativity Parish, be sure to support Nativity of Mary with your time, talent and treasure as our parish provides us with the opportunity to have an excellent school. Next, we depend upon your tuition collection to support our school. Tuition collection will be accounted for in-house at the school using a formal system of statements and notifications based on tuition contracts. Also, Nativity of Mary Parish will have an annual pledge drive for our parish and we would ask that you consider tithing above and beyond your tuition amount if you have the means to do so. Your support ensures the continuity of both school and parish programs. Lastly, our school budget depends upon enrollment numbers, parish support and tuition support. When all of these are in balance, our personnel and class size decisions are formulated. We ask that you follow the procedures in this letter when applying for scholarship assistance. Submitting applications, registration and supplemental information by the stated deadlines and in an accurate manner will improve your chance of receiving an award and hearing about the award in a timely manner.

10021 E. 36th Terrace Independence, MO 64052 www.nativityofmary.org

Parish: 816-353-2184 Fax: 816-358-4155 Email: parish@nativityofmary.org
School: 816-353-0284 Fax: 816-356-0286 Email: school@nativityofmary.org

Procedural Steps

1) Letter from Pastor-If you are from a surrounding parish and have noted this on your tuition contract, we must have a letter from your pastor. If we do not receive a letter, your tuition contract may reflect the non-Catholic tuition rate which is our true per pupil cost.

2) SMART Tuition-In order to be eligible for our limited scholarship monies, the SMART Tuition application must be submitted by April 16th.

An in-house scholarship committee will meet to determine eligibility for scholarships and determine scholarship amounts. All tuition adjustments will be determined by the decision of the committee after receipt and review of the SMART application. No amount will be greater than half of the tuition amount designated on the fee sheet. Notification for amounts will be distributed no later than May 18th.

3) Free and Reduced Lunch Form-In order to be eligible for our limited scholarship monies, the Free and Reduced Lunch Form must be submitted by April 16th.

Thank you for your sacrifice for Catholic education. We look forward to a school year full of blessings, academics and activities that will generate learning and growth for all of our students.

Sincerely,



Fr. Bob Stone
Pastor



Mary Parrish
Principal



Melissa Clancy
Business Manager

Nativity of Mary Parish and School

Nativity of Mary School

K – 8: 2018/19

Registration Fees:	Early Bird -- In full by Feb. 23, 2018	After Feb. 23, 2018
	\$ 345.00	Family of One \$395.00
	\$ 560.00	Family of Two \$610.00
	\$ 670.00	Family of Three or more \$720.00

**** Registration Non-Refundable ****

Tuition:		
Active Catholic currently enrolled & a contributing member of any Catholic Parish	\$ 4,700.00 \$ 2,863.00 \$ 2,215.00 No Charge	1 st Child 2 nd Child 3 rd Child Thereafter
All Others	\$ 5,796.00 \$ 4,253.00 \$ 3,248.00 \$ 2,132.00	1 st Child 2 nd Child 3 rd Child Thereafter

SCHOLARSHIPS AVAILABLE - Based on proven income and need / Equal opportunity

**Prepaid in full by Aug. 1, 2018 - 3% discount or
Semi-annual by Aug. 1, 2018 & Jan. 1, 2019 – 1.5% discount
Verified recruitment for a new family (K-8) - 5% discount (limit one)**

Early Childhood (3 or 4 years old by August 1): Program runs mid August thru May:

Registration Fee \$ 110.00 per Child

Tuition:

3 yr olds – Morning class – 8 am-11 am		
2 days a week	\$ 183.00	per month
3 days a week	\$ 219.00	per month
School days- 8 am-3:10 pm		
2 days a week	\$ 348.00	per month
3 days a week	\$ 428.00	per month
5 days a week	\$ 632.00	per month
Full days- 7 am-5:30 pm		
2 full days a week	\$ 468.00	per month
3 full days a week	\$ 612.00	per month
5 full days a week	\$ 752.00	per month
4 yr olds – Morning class – 8 am-11 am		
3 days a week	\$ 209.00	per month
School days- 8 am-3:10 pm		
3 days a week	\$ 388.00	per month
5 days a week	\$ 592.00	per month
Full days- 7 am-5:30 pm		
3 full days a week	\$ 592.00	per month
5 full days a week	\$ 728.00	per month

****Approved by Finance Committee December 6, 2017****

Nativity of Mary School
10021 E. 36th Terrace
Independence, MO 64052
816-353-0284 School
816 353-2184 Church
www.nativityofmary.org
January 31, 2018

The registration process for the 2018-2019 school year for Nativity of Mary School continues with the fulfillment of your current obligation for the 2017-2018 school year which must be paid by May 1, 2018.

Registration Dates and Fees

The registration process for the 2018-2019 school year is as follows:

The registration packet and first installment needs to be received by February 23 or your registration may be cancelled and your child's reservation for the coming school year will become available to another child.

The registration fee pays for your child's books, handouts, technology, some expenses related to field trips (transportation and admission), student accident insurance, and Diocesan Assessment.

The registration fee for the upcoming school year is:

	Early Bird -- In full by Feb. 23, 2018	After Feb. 23, 2018
One child	\$345	\$395
Two children	\$560	\$610
Three or more children	\$670	\$720

**** Registration Non-Refundable ****

Registration Payment Options

- 1) The **Early Bird price** is **due in full** by Friday, **February 23, 2018**.
- 2) Or, you may pay in three equal installments at the **After Feb. 23, 2018 price** (See Above). The first payment is due no later than Friday, February 23, 2018 and must be submitted with your registration form. The second payment is due by Monday, March 19, 2018. Payment of the final balance is due no later than Monday, April 23, 2018.

Tuition Payment Options

An important step in the registration process is deciding upon and committing to your tuition payment arrangement. Continuing with the 2018-2019 school year, several payment options will be available. Tuition can be paid in one lump sum, semi-annual, 12 monthly payments or 10 monthly payments.

If tuition is prepaid in full by August 1, 2018 – 3% discount or semi-annual by Aug. 1, 2018 & Jan. 1, 2019 – 1.5% discount. For a verified recruitment of a new family (K-8), you will receive a 5% discount for your (K-8) family (limit one discount).

If tuition is paid monthly, it will be based on twelve (12) or ten (10) equal monthly payments. The first monthly payment will also be due by June 1, 2018 (12 months) or Aug. 1, 2018 (10 months). The final monthly payment will be due by May 1, 2019.

A \$25.00 fee will be assessed for checks returned for insufficient funds and future payments must be made in cash or money order. When tuition becomes delinquent, your child(ren) may not return until the overdue amount is paid.

For your convenience, we also encourage payment via automatic withdrawal from your bank account. This payment option eliminates the need to write a monthly check as well as postage expenses. Your bank account information is confidential and in no way is disclosed to Nativity of Mary through this type of transaction. If you are interested in this option, please complete the attached Authorization for Automatic Tuition Payment and return it to Melissa Clancy, Business Manager. A voided check for the account must also be submitted to initiate the transaction.

On-line payment is available. Go to Nativityofmary.org and click on “Donate now or Pay tuition”. You can pay with your Credit Card, Checking or Savings Account.

Please note that Credit/Debit Card transactions have a 2.75% fee. When processing your credit card you will need to click “Yes” when you receive the pop-up asking to help offset the credit fees. If you choose “No” the credit card fee will be added to your tuition balance.

****No fees attached when using your checking or savings accounts****

Tuition Fees

FAMILIES	FIRST CHILD	SECOND CHILD	THIRD CHILD	THEREAFTER
*Active Catholics	\$4,700.00	\$2,863.00	\$2,215.00	No Charge
All Others	\$5,796.00	\$4,253.00	\$3,248.00	\$2,132.00

***Active Catholics are those currently enrolled and a contributing member of any Catholic parish.**

Financial Assistance Options

For those families who need some financial assistance, such assistance may be available through the Nativity of Mary Scholarship program. Please note that applying for this fund does not guarantee that your family will receive the assistance. Please refer to the Scholarship Application Process for more details. In order to receive your monthly Scholarship award from the PISCES fund, your tuition payment must be current each month.

NATIVITY OF MARY SCHOOL K - 8
2018-2019 REGISTRATION & TUITION CONTRACT

The registration process for the 2018-2019 school year for Nativity of Mary School begins with the fulfillment of your current Tuition obligation for 2017-2018.

Parent/Guardian: _____

Address: _____

Home Phone: _____ **Work Phone:** _____

Cell Phone: _____ **E-mail Address:** _____

___ **Active Catholic - Nativity Parish**

___ **Active Catholic - _____ Parish. *Pastor's letter needed to complete registration.***

___ **All Others** (Active Catholics are those parishioners who regularly worship and actively participate in parish life in their church home).

Child: _____ **Age:** _____ **Next Grade Level:** _____

Child: _____ **Age:** _____ **Next Grade Level:** _____

Child: _____ **Age:** _____ **Next Grade Level:** _____

Total Registration Fee Due: \$ _____ **** Non-Refundable ****

Tuition:

Total Tuition prior to any financial assistance \$ _____

(12mo) June 2018 thru May 2019 _____ **on 1st** _____ **or 15th** _____

(10mo) Aug. 2018 thru May 2019 _____ **on 1st** _____ **or 15th** _____

Semi-annual _____ **on Aug. 1, 2018 and Jan. 1, 2019 -- 1.5% discount \$** _____

Annual _____ **on Aug. 1, 2018 -- 3% discount \$** _____

Verified recruitment for a new family (K-8) – 5% discount (limit one) _____

Financial Assistance Application: (check one)

****Yes** ___ **No** ___ ****If yes, please note that application must be made to SMART TUITION by April 16, 2018.**

Method of Payment: (check one)

___ **Check/Cash**

___ **Automatic Funds Withdrawal**

(If choosing Automatic Funds Withdrawal, please include the Authorization for Automatic Tuition Payment form and a voided check for the account to be debited.)

___ **On-Line** – Nativityofmary.org – click on “Donate now or pay tuition”

(credit/debit cards will have a 2.75% fee)

I hereby accept full responsibility for payment of registration fees and tuition for the above named children. I promise to pay to the order of Nativity of Mary Parish and School the amounts indicated at the scheduled due dates according to the payment plan selected above which is an integral part of this Note/Contract.

This agreement shall be in effect for the 2018 – 2019 school year, becoming effective the date of signature of all parties.

Parent/Guardian Signature

Date

Melissa Clancy, Business Manager

Date

**NATIVITY OF MARY SCHOOL
SCHOLARSHIP APPLICATION PROCESS
2018-2019 SCHOOL YEAR**

Scholarships to attend Nativity of Mary School are based solely on financial need. In order to be considered for a scholarship the applicant must fulfill the following requirements:

- a. Be current with their commitments to tuition at the Parish, and
- b. Have completed the registration process in full and in a timely manner.

Once these requirements are met, you must complete application to the following fund.

NATIVITY OF MARY SCHOLARSHIP FUND:

Requirements: Child enrolled in Nativity of Mary School

Application: Complete the Smart Tuition application and mail it with a check for the fee to the address on the application by **April 16, 2018**.

How Awarded: Applications will be scored by Smart Tuition to provide an impartial, objective financial analysis. The Scholarship Review Committee then reviews those scores, and awards will be based on the need of the applicant and the amount of funds available for scholarships.

Timing of Awards: Provided that all requirements are met, the applications were completed correctly, and submitted by the deadline listed, the award will be announced as soon as possible.

IMPORTANT THINGS TO CONSIDER:

If you have any problems completing the forms or understanding the requirements for the process, please feel free to contact Melissa Clancy @ 353-2184.

All awards are partial awards. At no time, can the total amount of awards or subsidies account for more than **50%** of the total cost.

Submitting applications, registration and supplemental information by the stated deadlines and in an accurate manner will improve your chance of receiving an award and hearing about the award in a timely manner.



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Tuition Collection Policy

Late or incomplete payment

Phase 1:

A reminder letter with past due amount will be mailed

Phase 2:

A phone call will be made to attempt to make payment arrangements regarding your past due amount.

Phase 3:

The Tuition/Scholarship team will be notified and a second collection letter will be mailed out.

Phase 4:

A mandatory meeting with the Tuition/Scholarship team will be set. At this meeting, a final tuition payment plan will be proposed from the team to bring your account current. Any previous payment plan(s) will be voided.

Phase 5:

According to our Parent/Student Handbook, when tuition becomes delinquent, your child(ren) may not return to school until your account is brought current.

***All accounts have a primary account holder and tuition statements will not be split between parties**