



November 10, 2022

Dear Parents and Guardians,

Welcome to the excitement of planning another school year! Our school, a vibrant and viable ministry of St. Michael and St. Basil Catholic Church, is an outstanding Catholic academic institution. However, while our academic excellence drives much of what we do, we are, first and foremost, a Catholic school with a priority in our faith and commitment to our Gospel values.

Much of this is thanks to a faculty and staff who are dedicated, talented, faith-filled and highly professional. We are blessed that our teaching staff is so committed to the development of the whole child. At St Michael, together with teachers and staff, each year your child grows and develops from the young boy or girl who walked through those main doors, into a confident young man or woman of faith. They are becoming exemplary scholars, prepared to face the multifaceted challenges of high school and the world. In each class, they are learning how to think critically, solve problems, be creative, and collaborate with each other.

You are the first teachers of our students, whose influence is ever present, and we encourage your continued participation in our community. You are the greatest ambassadors of our school community and have a great influence on those with whom you speak with about St. Michael School. During the past two years, we have renovated the first-floor classrooms, cleaned and painted the gym, put new flooring in the entranceway and have upgraded the technology infrastructure. Thanks to We Give Catholic, the Gala, and Golf Outing, the plans for our Innovation Hub are well under way with the hope of building this summer as well as remodeling the restrooms. We trust that you will share this good news about the continuous improvements at our school with your relatives, friends and neighbors. An increasing enrollment is important in maintaining lower-than-average annual tuition increases.

With the many financial pressures on all our families, choosing to make the investment in a St. Michael education is a sacrifice. It is an important choice to ensure our children are provided an exemplary Catholic education that helps them become courageous and confident students, ready to change the world. Each one of our teachers and staff carry the importance of that responsibility. While much of the formal instruction is on academic growth, our faculty creates a loving environment for moral and ethical development as well. We are partners with you in the formation of your children. These exceptional students are our hope for the future!

That said, as partners in this journey, a tuition increase is necessary to ensure that we have adequate resources to address the forecasted increase in operational costs due to inflation. This includes salary and benefit increases for all staff, as well as rising utilities. While we recognize any increase in tuition will impact our school families, such increases are necessary to maintain the quality of our academic programs, our teachers, and to ensure our long-term viability. Therefore, there will be a \$50 tuition increase for the 2023-2024 school year in tuition. This represents a 1.2% increase. Further, the discount provided to families with multiple children attending K-8 also has been increased by \$50. Lastly, there is no increase in the \$200 registration fee.



When determining tuition, we try to keep a balance between affordability for our families and the strategic needs of the school. We encourage our families to keep in mind; the actual cost to educate a student is greater than paid tuition and to bridge that financial gap we rely on the generosity of St. Michael and St. Basil parishes as well as other advancement efforts each year. As always, we will continue to prioritize all the necessary investments in our school to ensure we are utilizing all available resources as efficiently and effectively as possible.

We are strategically focused on fiscal stewardship and creating a strong foundation for our school's future, and St. Michael and St. Basil parishes remain committed to providing strong support of our operating budget, as well as tuition assistance for students who qualify or are in need. If tuition presents a challenge to your family, please reach out to the pastors for more information on how they can help.

We are grateful to all of you who support our mission through your gifts of time, talent and treasure that go beyond the cost of education itself. The choice you have made to invest in preparing your child(ren) at St. Michael School for achievement in the classroom, success outside of the classroom, and growth in their faith, is one that we honor in the work we do each day. Our dedication to your child is not only our mission – it is our ministry – and we are grateful to be a part of it.

God Bless you,

Yvonne V. Saunders
Principal
St. Michael School

Fr. John Mullee
Pastor
St. Michael Church

Fr. Ryan Mann
Administrator
St. Basil the Great Church

FOR OFFICE USE ONLY

St. Michael School
6906 Chestnut Road
Independence, OH 44131

Family Name: _____

Payment of Education Fee: \$ _____

Date: _____ Check #: _____

**FORM A
REQUIRED**

RE-REGISTRATION FORMS

ST. MICHAEL SCHOOL | 2023-2024 SCHOOL YEAR



RE-REGISTRATION FOR STUDENT(S) ENTERING PRESCHOOL – GRADE 8, FOR THE 2023-2024 SCHOOL YEAR

Name of Parent(s)/Guardian(s): _____

Address: _____ New Address

City: _____ State: _____ Zip: _____

Parent/Guardian 1 Cell Phone: _____ Home Phone: _____

Email: _____

Parent/Guardian 2 Cell Phone: _____ Home Phone: _____

Email: _____

Public School District in which you live: _____

Name of School in the District your child would have been attending: _____

Parish you are officially registered at: _____

CHILDREN TO BE REGISTERED

Registration fee is \$200.00 (non refundable) per child before February 10, 2023. If registering for 3 Year Old Preschool or Pre-K, please indicate if you are registering for:

3 Year Old Preschool

- All Day- 3 Days a week
- Half Day- 3 Days a week
- Half Day- 2 Days a week AM PM

Pre-Kindergarten

- All Day- 5 Days a week
- All Day- 3 Days a week
- Half Day- 5 Days a week

Details regarding your options, as well as tuition, can be found on page 3.

NAME OF CHILD	BIRTHDATE	GRADE ENTERING 2023-2024 or PRESCHOOL/PreK CLASS

Parent/Guardian Signature: _____ Date: _____

Printed Name: _____

RE-REGISTRATION FORMS

ST. MICHAEL SCHOOL | 2023-2024 SCHOOL YEAR



PLEASE NOTE: Prompt registration is necessary for all grades. Our decisions regarding the contracting of teachers depend on number of students we have for each grade. Our determination of staff size/number of classrooms per grade is determined by how many students are committed to St. Michael School by February 10, 2023. This is the reason the registration fee is non-refundable. After this date, we cannot guarantee an opening for your child. Please respond promptly. If you are in need of financial help, in grades Pre-K-8, please contact us. All information is kept confidential.

PLEASE READ CAREFULLY

1. Our Family understands that our relationship with St. Michael School is contractual and contingent on our cooperation with the philosophy, policies and procedures detailed in the current handbook.
2. If my family does not complete the school year due to unforeseen circumstances, I accept the school's fair judgment of reimbursement/suspension of payment.
3. Requesting that my child/ren attend St. Michael School, I willingly take on a commitment to the Tuition Agreement I have selected as applicable and feasible for my family, and I understand that I am obligated to meet this payment schedule.
4. We also understand that this Agreement is for the 2023-2024 academic year only, and that continued attendance at St. Michael School will be determined according to stated policies and procedures.

MOST IMPORTANTLY, we agree to our obligation to raise our children Catholic because as parents, we are the primary educators of our children in the Faith. This includes the following:

1. We understand that part of being Catholic means attending, supporting, and participating in our registered parish. Our child/children will learn from our example of active membership by weekly Mass attendance.
2. We understand that attending a Catholic school indicates that a faith-filled education is important to us. As such, we should be living, speaking, and behaving in a way that is reflective of the tenants of Christianity, and is respectful of all other faiths.
3. We understand that a Catholic atmosphere in the school is vital. We expect to be treated with kindness and professionalism. Likewise, we agree to follow school procedures. Finally, we agree to speak and behave in a way befitting a Catholic spirit.

Parent/Guardian Signature _____ Date _____

TUITION AGREEMENT

ST. MICHAEL SCHOOL | 2023-2024 SCHOOL YEAR

TUITION INFORMATION FOR THE 2023-2024 SCHOOL YEAR

We recognize the financial commitment by our families to send their children to Catholic Schools is significant, and we are committed, under the guidance of our Principal, Pastors, and St. Michael and St. Basil Finance Committees, to ensuring that we have maximized the effectiveness of your tuition dollars and eliminated unnecessary expenses. That said, it actually costs St. Michael Catholic School approximately \$7,500 to educate per pupil, at current enrollment levels. The generosity of St. Michael and St. Basil Parish covers the difference between actual per pupil cost and tuition paid per student. We remain thankful for their continued support of the ministry of Catholic education.

Tuition for the 2023-2024 school year for students in Kindergarten through Grade

- 1 child **\$4,350**
- 2 children **\$8,400**
- 3 children **\$12,450**
- 4 children **\$16,500**

Tuition for the 2023-2024 school year for students in Preschool and Pre-K**:

3 YEAR OLD PRESCHOOL

- All day, 3 days per week **\$2,950**
- Half-day, 3 days per week (AM) **\$2,250**
- Half-day, 2 days per week AM or PM **\$2,050**

PRE-K

- All day, 5 days per week **\$4,350**
- All day, 3 days per week **\$2,950**
- Half-day, 5 days per week (mornings) **\$2,500**

****A \$100 supply fee will be collected, upon acceptance, from students in Preschool and Pre-K.**

Every student at St. Michael Catholic School Main Campus K-8 may apply for tuition assistance and financial aid. Working in partnership with parents, who are the primary educators of their children, we want to ensure that the young people in our school community have an opportunity to receive an affordable Catholic education. Please contact Christine Dockrill, or the pastor at either parish, with requests for financial aid. Families will be notified of scholarship and financial aid awards as soon as possible, and adjusted tuition rates will be communicated at that time as well. Assistance is also available through the Diocese Tuition Assistance Program for those in need. To apply for this aid, please visit : online.factsmgt.com/signin.aspx to access the tuition assistance application. Deadline to apply is March 2023.

please continue on the following page

TUITION AGREEMENT

ST. MICHAEL SCHOOL | 2023-2024 SCHOOL YEAR

This agreement shows Family Tuition before Parish/School/Diocesan financial assistance have been applied. If additional assistance is awarded, a revised financial agreement will be sent to your family to sign and return to the St. Michael Rectory.

Family Name: _____ Date: _____

PLEASE LIST STUDENT(S) AND GRADE(S) FOR THE 2023-2024 SCHOOL YEAR:

NAME OF CHILD	GRADE ENTERING 2023-2024 or PRESCHOOL/PreK CLASS

I agree to pay St. Michael Catholic School the tuition and all fees for the attendance of my child(ren) as established by the school for the 2023-2024 school year. I elect to pay the tuition and fees as follows.

PLEASE MARK PREFERRED PAYMENT METHOD(S):

- One Full Payment** by cash or check. Please make checks payable to *St. Michael School*. Full payment is due by July 21, 2023.
- 10 Monthly Payments through ACH***. A voided check must be submitted with these papers. Payments will be deducted on the 15th of each month starting August 15, 2023 – May 15, 2024. If the 15th falls on a weekend, the payment will be pulled on that following Monday)

ADDITIONAL TERMS AND CONDITIONS

1. I agree that all payments owed under this Agreement will be paid by the due date corresponding to the payment method(s) selected above. I understand and agree that, regardless of what payment option is selected, I am personally responsible for the payments and for ensuring that the tuition and fees are paid in full. Should I be late in making any payment, I understand that the following process will be followed:
 - I, and the other parents/guardians (if they are not me), will be notified of any payment not received. A \$15 late fee will be assessed.
 - I will be given 7 calendar days to bring the account to current status or meet with school administration to have an adjusted payment agreement approved (not a guarantee and must be in writing and signed by the Parish pastor).
 - If, within 7 calendar days, the account is not brought to current status, and an adjusted payment agreement is not agreed upon and approved by school administration, the student enrollment will cease at the end of the current quarter, and the school may immediately take any action available and consistent with applicable law in order to collect unpaid tuition owed by me/us including but not limited to limiting access to field trips and extra-curricular activities, withholding academic transcripts, referral to a collection agency, and/or the institution of a civil lawsuit to recover the unpaid balance.

please continue on the following page

TUITION AGREEMENT

ST. MICHAEL SCHOOL | 2023-2024 SCHOOL YEAR

- Any family with an unpaid Tuition and/or Fees balance for the current School Year will not be allowed to register for the following School Year and School records, diplomas or transcripts will not be released until the current year's Tuition and fees are paid, unless special arrangements have been made in writing and signed by Parish pastor.
- Prepaid Tuition will only be refunded in full if written notice of cancellation is received by the School before the first day that classes for the School year are scheduled to start. The Registration Fee are non-refundable.
- Once the School year begins, Tuition refunds are made on a quarterly/prorated basis. A letter of withdraw is required stating the date of the students last day. Please contact: Christine in the rectory office.
- The Student(s) and Student's parents/guardians agree that they and their child(ren)/ward(s) will abide by the policies and guidelines as stated in the School handbook.
- Returned checks: If two checks are returned for insufficient funds, the school will no longer accept personal checks and you will be required to pay in cash, or with a certified check from a local bank.
- I understand that the School will not reserve a place for my child(ren) for the upcoming school year until after I have returned a completed and signed Tuition Agreement, plus the registration fees and, if applicable, an agreement has been created for semi-annual or monthly tuition payments. I further understand that my child's/children's eligibility for enrollment is conditioned upon (1) his/her/ successful completion of the current School Year; (2) full payment of all Tuition and fees owed for the current and/or prior School Years; and (3) acceptance by the school. I understand that the School reserves the right to deny admission or enrollment for any lawful reason.

By signing below, I agree that I have read and understand all of the terms and conditions contained in this agreement, and I agree to be personally bound by those terms and conditions.

Parent/Guardian 1 Signature _____ Date _____

Printed Name _____ Phone _____

Mailing Address _____

City _____ State _____ Zip _____

Parent/Guardian 2 Signature _____ Date _____

Printed Name _____ Phone _____

Mailing Address _____

City _____ State _____ Zip _____

Parish officially registered at: _____

INCOME ELIGIBILITY FORM

ST. MICHAEL SCHOOL | 2023-2024 SCHOOL



Dear SMS Parents / Guardians:

It is necessary that every family of SMS fill out the income eligibility form. It's important for EVERY family to fill out this form because doing so helps bring much needed additional money and services to SMS.

What is the Income Eligibility Form?

This form collects basic information about your student so SMS can qualify to receive extra money and programs. It ensures that your school gets all of the funding and benefits available to support teachers and students.

How does filling out the Income Eligibility Form help my school?

- SMS may become eligible for money to fund afterschool programs.
- SMS may get more money in their auxiliary budget to support students.
- SMS receives a discount on internet.
- SMS receives grants to help those in need.

The information you submit on the Income Form cannot be shared by SMS.

1. Student(s)
Information:

Grade in 2023-2024 School Year

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Total Yearly Household Income Before Taxes: \$ _____

3. Number of individuals in household: _____

4. If any member of your household receives Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF) benefits, provide the name and 10-digit case number below for the person receiving the benefits.

Name: _____ 10-digit case #: _____

5. Certification: I certify that all the above information is correct, and all income is reported if required. I understand that this information is being given for the receipt of federal funds, and that school officials may verify the information on the form. This income information is strictly confidential.

Parent/Guardian 1 Signature _____ Date _____

RECURRING PAYMENT AGREEMENT

ST. MICHAEL SCHOOL | 2023-2024 SCHOOL YEAR



RECURRING PAYMENT AUTHORIZATION / AGREEMENT

By completing this form, you authorize regularly scheduled charges to your account designated below. You will be charged the amount(s) indicated below. A receipt for each payment will appear on your account statement. You agree that no prior-notification for charges will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

I, _____, authorize St. Michael School to charge my account in the amount indicated on the Registration Form on the 15th of each month from August to May.

Billing Information

Billing Address _____
City _____ State _____ Zip _____
Email _____ Phone _____

1. *Checking/Savings Account:*
2. *Please use account on file from 2022-2023 school*

<input type="checkbox"/>	Please attach a voided check
<input type="checkbox"/>	Please mark this box

By signing below, you further agree to the following terms and conditions:

Cancellation: I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify St. Michael in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day.

Certification. I certify that I am an authorized signer on the checking or savings account designated above and will not dispute the scheduled transactions; so long as the transactions correspond to the terms indicated in this authorization form.

Responsibility for Fees & Indemnification: I understand that I am responsible for maintaining any required balances in my bank account. To the fullest extent allowed by law, I agree to assume all liability for any fees, fines, costs, interest, or penalties charged to me by my bank as a result of authorized charges or payments made under this Agreement, and to assume all liability for any change in or loss of credit, or inability to obtain credit as a result of any authorized charges, or payments made under this Agreement. I further agree to indemnify, defend, and hold harmless the School/Parish, the Diocese of Cleveland, and their respective members, officers, bishops, pastors, employees, representatives, agents, and volunteers (the "Indemnified Parties") from and against all claims, damages, costs, losses and other related expenses, including reasonable attorneys' fees and court costs, arising out of or in any way related to any such fees, fines, costs, interest or penalties charged to me by my bank or credit card company, and for any such change in or loss of credit, or inability to obtain credit.

Limitation of Liability: TO THE FULLEST EXTENT ALLOWED BY LAW, I AGREE THAT LIABILITY FOR ANY BREACH OF THIS AGREEMENT BY SCHOOL OR FOR ANY OTHER MATTERS RELATING TO THIS AGREEMENT IS LIMITED TO THE AMOUNT PAID BY ME THROUGH MY CREDIT OR DEBIT CARD UNDER THIS AGREEMENT FOR THIS SCHOOL YEAR. THIS LIMITATION OF LIABILITY IS A CONDITION FOR THE ACCEPTANCE OF THIS AGREEMENT BY SCHOOL. IN NO EVENT SHALL ANY INDEMNIFIED PARTY BE LIABLE TO ME OR TO ANY THIRD PARTY FOR ANY INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER OR NOT ANY INDEMNIFIED PARTY WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

I have read and understand and agree to the above-written statements, terms, and conditions:

Parent/Guardian Signature _____ Date _____
Printed Name _____ Phone _____