

2009/2010 TUITION

The Immaculate Heart of Mary Parish School serves the spiritual and educational needs of parishioners and others who support the value of a Catholic education for their children. As you know, school tuition does not cover the total cost of education here at Immaculate Heart of Mary Parish School. Part of the contributions made to the Sunday and holyday offertory are used to support the school, one of the parish's largest ministries. Parish and School Administration, in consultation with the Parish Pastoral Council, the Education Commission, and the Administration & Finance Commission, determine the amount of tuition each year.

NOTE: A Technology Fee (\$30 per child) and a FACTS fee (\$41 per family) are included in the tuition prices below. If you opt to prepay in full by July 1, 2009, you will receive a \$41 credit at the time of your prepayment.

Number of Children	Parishioner	Non-Parishioner*
1	\$3,384	\$5,849
2	\$6,487	\$11,657
3	\$8,721	\$17,465
4	\$9,966	\$23,273
5 or more	\$10,452	\$5,808 per child + \$41 per family

* Families who are not registered in the parish or registered families with no record of parish support.

Our school is able to offer a wide variety of optional programs including the following:

- Weekly Mass
- An Intervention Assistance Team who provide services to more than 300 students throughout the school year
- Twenty four classroom teachers, fourteen full and part time related arts teachers
 - All teachers hold valid Ohio teaching credentials
- Ten full time equivalent teaching assistants
- Renovated school with air-conditioned classrooms
- Playground facility for outside recess
- Five academic classes and one religion class per day
- Teacher assistants in each first grade classroom
- One teacher assistant per grade in grades two through eight
- Library and full time librarian equivalent
- Foreign language offered to all grade levels during the school day
- Band, choir, keyboard, strings programs offered during the school day
- Computer lab with teacher
- Stewardship projects
- Olweus Bully Prevention Program
- Extensive technology including laptop carts, electronic whiteboards, digital equipment, projectors and extensive software programs
- Enrichment program for identified students
- *Making a Great Brain Better* program for junior high
- Fully equipped and maintained science lab for the junior high
- Cafeteria with hot meal program
- Gym facility for physical education classes
- After Care program
- Broadcast studio
- Starlab portable planetarium

Parishioner Guidelines

The school handbook admissions policy states: Families who regularly participate in parish religious practice and worship at Immaculate Heart of Mary Parish, or another parish from which they have recently moved, and have done so for a minimum of six months prior to registration including all of the following: regular Sunday Mass attendance and use of envelopes (no minimum dollar amount required), support of all sacramental programs, participation in religious formation programs. A yearly stewardship pledge, volunteer time and talent in ministries and organizations associated with the school and/or parish, financial support of the church to the best of the family's ability. Parishioner status will be reviewed on an annual basis.

Tuition Assistance Policy for Parish Day School Families

Immaculate Heart of Mary Parish provides tuition assistance to help parish day school families remain in the school. Active parishioners may apply for assistance by completing an application which is available through the parish or school office.

The application will be processed by a third party company which will apply designated criteria in order to rank eligibility and determine dollar amounts available for assistance. The application must be submitted by specified dates, and eligibility for these financial grants will be determined by April 15. All parents registering for the next school year are expected to submit a tuition deposit during the February registration period, regardless of whether or not they are currently on financial assistance. If a financial crisis occurs during the course of a school year, parents will have an opportunity to complete an application for financial assistance at that time.

If financial circumstances change, prayerfully consider repaying the parish for the assistance you have received.

To apply for tuition assistance secure a PSAS (Private School Aid Service) packet from the parish (388-4183) or school office (388-3020). There is a processing fee. The form and fees must be received in the PSAS office in Lakewood, Ohio by March 15, 2009. The entire matter is confidential. If there are special circumstances or "hardship" cases, please contact the Pastor at 388-4466.

IMPORTANT TUITION PAYMENT OPTIONS FOR THE 2009 – 2010 SCHOOL YEAR

Immaculate Heart of Mary School has contracted with FACTS Management Company to manage our tuition payments. FACTS Management Company serves over 4,000 schools nationwide and is the industry leader in tuition management for private and faith-based schools. You will be receiving a TAB Statement (Tuition Account Billing Statement) from FACTS Management Company. It will list your total tuition balance due the school for the upcoming school year along with instructions on how to make your full payment OR enroll in a payment plan online.

Please do not discard your TAB Statement. If you are budgeting your payment of tuition through FACTS, you will need this statement to make your payment. Immaculate Heart of Mary School offers **two** payment options:

1. Paying in Full – Due July 1, 2009

If you choose the single pay option on your registration form, the IHM Tuition Office will send you a statement in June and payment will be due July 1, 2009. There will be a \$41 FACTS credit on your June statement for timely pre-payment of tuition by July 1, 2009. If the payment is received after July 1, 2009, you will be charged \$41.

2. Nine Monthly Automatic Withdrawal Payments via FACTS Management.

If you choose to budget your tuition payments through FACTS on your registration form, a statement from FACTS will be mailed to you in June 2009. Once you receive that statement, you must go online and follow the instructions on the statement to set up your payments. If you do not do this prior to July, you will be charged a late fee. The monthly payments will be withdrawn July 2009 through January 2010, February payment will be skipped, and then withdrawals resume in March and April 2010. You will be given a choice of withdrawal dates during the month:

- A. Automatic payments are processed from your checking or savings account (ACH) on the 5th **or** the 20th of each month
- B. Automatic payments are processed from your credit card (Discover, Amex, M/C) on the 5th **or** the 20th of each month. Note: a "convenience fee" (2.5%) will be applied for credit card payments.

You must respond to this TAB invoice by taking the action noted above in order to complete your enrollment.

If any step of the process is unclear, or if you have any questions about the tuition payment process, please do not hesitate to contact Sandi Zibulka at SandiZ@ihom.org or 388-4183 at the Parish Office.

Sincerely,
Mary Hedger and Nancy Goebel, Co-Principals
Phone: (513) 388-4086

2009/2010 DEPOSIT

The deposit amount listed below (*by check, payable to IHM*) is due by the **2009-2010** registration deadline, along with the Registration Forms. Deposit equals 10% of tuition noted on page one.

Number of Children	2009-2010 Parishioner Deposit due at registration (by check)	2009-2010 Non-Parishioner* Deposit due at registration (by check)
1	\$338	\$585
2	\$649	\$1,166
3	\$872	\$1,747
4	\$997	\$2,327
5 or more	\$1,045	Call Parish Office for Amount

**A returned check fee of \$50 will be charged for returned deposit checks.
Returned checks will result in loss of placement for your child.**

Parish Day School Registration Deposit Policy

(The bottom section of this sheet must be signed and returned with Registration Forms)

Policy:

Families wishing to enroll their child(ren) at the Immaculate Heart of Mary Day School for the following academic school year are to remit a deposit which is due by the enrollment date appropriate for their status (e.g. returning students, new students/parishioners, new students/non-parishioners, etc.), and is set by the administration for each new academic year.

- (a) Families with a *demonstrated financial hardship* (as defined by the parish financial assistance policy) may request that other arrangements for the deposit be made. Such requests will be evaluated by the Principal(s) on a case-by-case basis, but must include a deposit of an agreed amount by the original date due and payment of the deposit must be completed by May 1. Failure to meet the agreed upon dates may result in the loss of your child(ren)'s place in the school.
- (b) Upon a formal request from the parents to the Principal(s) before May 1, a deposit may be refunded provided that another student(s) is(are) available to take the vacated place(s).
- (c) After May 1, the deposit is non-refundable, except as follows:
With sufficient cause, parents may petition the principal(s) in writing for a refund after May 1.
If a refund is granted at any time and for any reason, a processing fee of 15% may be assessed.



(Return this section with Registration paperwork)

I acknowledge that I have read all information included in this 2009/2010 registration packet, including the Tuition Assistance Policy and the registration Deposit Policy, and I agree to abide by them.

Name of parent(s) {Please Print} _____

Signature of parent(s) _____

**Immaculate Heart of Mary Parish School
Tuition Payment Commitment 2009-2010 School Year**

**Parent(s)
Responsible for
Tuition Payments** _____

Address _____

City/State/Zip _____

Daytime Phone _____

e-mail _____

	Student Names	Grade 2009/10
Student Name	_____	_____
Student Name	_____	_____
Student Name	_____	_____
Student Name	_____	_____
Student Name	_____	_____

I (We) have reviewed the Tuition Payment Plans for the 2009-2010 school year and agree to pay my (our) child(ren)'s tuition using the payment option checked below.

- A. Single pay – Payment by check due no later than July 1, 2009. A statement will be sent to you in June deducting your February deposit and the \$41 FACTS fee from the tuition amount shown on page one.

- B. Nine equal payments via FACTS transaction withdrawals from my (our) account, July through April, skipping the month of February, or via credit card at a 2.5% fee. Once you choose this option, the \$41 FACTS fee must be paid even if after July 1 tuition is paid in full.

By signing below, I (we) state our intentions to pay for the cost of our child/children.

_____	_____	_____	_____
Signature	Date	Signature	Date

**Please return this form with a payment option selected
with the Registration Form, Deposit Check, Deposit Policy form
and any other required forms,
by the registration deadline.**

