



## 2020-2021 Saint Mary's Tuition and Fees

**Non-Refundable Registration Fee(s):** 1) Returning Students: \$200 if paid by February 28, 2020; \$350 after that date 2) New students: \$250 3) 8<sup>th</sup> Grade: \$125 Promotion Fee (Due with Registration)

### TUITION:

K-8 Enrollment	Monthly Tuition Per Child*	Annual Tuition Per Child	Total Monthly Tuition*	Total Annual Tuition
1 <sup>st</sup> Student	\$379.17	\$4,550	\$379.17	\$4,550
2 <sup>nd</sup> Student	\$337.50	\$4,050	\$716.67	\$8,600
3 <sup>rd</sup> Student	\$291.67	\$3,500	\$1,008.33	\$12,100
4 <sup>th</sup> Student	\$291.67	\$3,500	\$1,300	\$15,600
Pre-K Enrollment	Monthly Tuition Per Child*	Annual Tuition Per Child		
Full Day	\$379.17	\$4,550		
Half Day	\$191.67	\$2,300		

**Payment of Tuition:** All families have the option of paying the tuition in the following ways as required by the Archdiocesan Financial Policy: Full Payment due on or before the first day of school or Two (2) to twelve (12) month FACTS Plan. The FACTS Plan is an automatic electronic payment plan made through a checking or savings account. Those choosing the monthly plan will authorize their bank or credit union to make automatic payments to FACTS on either the 5th or 20th of each month. Tuition does NOT INCLUDE extracurricular fees, field trip expenses, sports, etc. These fees will be added when incurred unless paid separately to the school. The FACTS administration fee of \$45 will be automatically processed by FACTS as soon as they receive the application. Only one fee is required per account, regardless of the number of students attending the school. If selecting 12 payments, your plan will begin in June 2020 and end in May 2021. If you select less than 12 payments your plan must end by May 2021.

*Should the tuition remain past due by the 15th day of the second month, the student will be disenrolled from St. Mary's School - Belen. If a student has been reenrolled and tuition payments again become delinquent, the child shall be disenrolled permanently unless tuition for the remainder of the year is paid in full by money order or cashier's check. Archdiocesan Policy (FIN-304).*

**Parish Subsidy:** The Parish subsidy is the responsibility of each family. If a parish does not pay the subsidy, the family is required to pay this amount by December 31, 2020. The subsidy is \$500 per student or \$250 for half day Pre-K.

**Tuition Refunds:** A withdrawal fee of \$175 shall also be incurred for each student withdrawn from school. Upon termination or disenrollment, the following school fees are incurred and are non-refundable: Registration, Fees for lost books, Parish Subsidy, Promotion Fee, and Extracurricular Fees.

**Delinquent Tuition Payments:** Tuition is considered delinquent if FACTS attempts to withdraw the payment from your account and is unsuccessful. Two unsuccessful attempts in a row on the 5th and 20th will mean a \$30 late fee will be added to your balance by St. Mary's. FACTS also charges a late fee for each unsuccessful attempt. Accounts delinquent for two months means the student may not return to school until the tuition and fines are paid. Should tuition remain past due by the 15th day of the second month, the student will be disenrolled from St. Mary's. Archdiocesan Policy (FIN-304).

**Financial Aid and Scholarships:** Families are encouraged to apply for tuition assistance on FACTS.

**Annual Tuition Increases:** St. Mary's School knows how costly a Catholic school education is to our families. However, in order to keep up with inflating annual operational costs, St. Mary's School reserves the right to make minimal increases (1 - 2%) in tuition on an annual basis. Should unforeseen circumstances arise where tuition would need to increase beyond 1- 2% on annual basis, families would be notified formally to those specific reasons before the annual registration/re-enrollment process.

## SAINT MARY'S 2020-2021 DRESS CODE

### GIRLS DAILY WEAR

Plaid skirts for 4th-8th  
Plaid jumpers for PreK-3rd  
Solid navy blue Dickie slacks (navy blue Bermudas from April-October)  
Navy blue, powder blue or white polo's w/logo\*  
Navy blue or white tights, knee socks or crew socks  
Navy blue cardigans w/logo\*  
Athletic shoes

### BOYS DAILY WEAR

Solid navy blue Dickie slacks  
(navy blue Bermudas from April-October)  
Navy blue, powder blue or white polo's w/logo\*  
White or navy blue crew socks  
Navy blue cardigans w/logo\*  
Athletic shoes

### GIRLS FORMAL CHURCH WEAR (Wednesdays)

Plaid skirts for 4th-8th  
Plaid jumpers for PreK-3rd  
White polos w/logo\*  
White tights, knee socks, or crew socks  
Navy blue cardigans (Required November through March)  
Plain black, brown or navy dress shoes-Mary Jane styles are good. No Canvas

### BOYS FORMAL CHURCH WEAR (Wednesdays)

Solid navy blue Dickie slacks  
White polos w/logo\*  
Navy blue crew socks  
Navy blue cardigans (Required November through March)  
Black, brown or navy dress shoes. No Canvas

#### Permissible Jewelry and Hair Accessories

Small post earrings (girls only), a thin conservative watch. Headbands must match plaid. No necklaces or bracelets. Only clear nail polish may be worn.

#### Not Permissible any time

Make-up  
Short "footie" socks  
Dyed/2-tone/highlighted hair  
Pants and shirts deemed excessively tight on boys or girls  
Boys' hair styles that go below eyebrows or touch collars

Our plaid skirts, jumpers, pants, and sweaters can be purchased through Dennis Uniforms either on-line or at the Albuquerque store. The cardigans need not be purchased through Dennis but they must be a long-sleeved, button-up, v-neck with the logo. \*All shirts with logos can be purchased here in Belen at Able and Willies on South Main. You may also take your shirts or sweaters there to have the logo put on. **Any color athletic shoes are worn any day but Wed.**

**8<sup>th</sup> grade may wear a red polo with the St. Mary's logo any day of the week except Wed.**

# 2020-2021 Saint Mary's Registration Form

(PLEASE PRINT)

Student's Name \_\_\_\_\_

Student's Mailing Address: \_\_\_\_\_ Home Phone \_\_\_\_\_ - \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_ Last school attended \_\_\_\_\_

Student's Religion \_\_\_\_\_ Student's Parish \_\_\_\_\_

Date of Birth \_\_\_\_\_ City & State of Birth \_\_\_\_\_

Child lives with (Check one): Mother & Father \_\_\_ Mother \_\_\_ Father \_\_\_ Guardian \_\_\_  
Joint Custody \_\_\_

## Father's Information

Father's Name \_\_\_\_\_

**Email Address** \_\_\_\_\_

Current Address \_\_\_\_\_

Home Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Work Phone # \_\_\_\_\_ ext. \_\_\_\_\_

Religion \_\_\_\_\_

Home Parish \_\_\_\_\_

Occupation \_\_\_\_\_

Place of Employment \_\_\_\_\_

## Mother's Information

Mother's Name \_\_\_\_\_

**Email Address** \_\_\_\_\_

Current Address \_\_\_\_\_

Home Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Work Phone # \_\_\_\_\_ ext. \_\_\_\_\_

Religion \_\_\_\_\_

Home Parish \_\_\_\_\_

Occupation \_\_\_\_\_

Place of Employment \_\_\_\_\_

## MEDICAL INFORMATION

If your child is currently taking medication, please complete the following:

Type of Medication Name/Phone #	Reason for Medication	Dosage	Prescribing Doctor's
_____	_____	_____	_____
_____	_____	_____	_____

If your child needs medications during school hours, you must complete the appropriate forms which can be found in your handbook. We may not give any student medicine, but we can observe them taking it.

Please list any allergies your child may have \_\_\_\_\_

Please share any information about your child's total health (physical, mental, and emotional) that may help us work best with your child. \_\_\_\_\_

Family Doctor's Name/Phone \_\_\_\_\_  
Special instructions \_\_\_\_\_



# 2020-2021 Re -Enrollment and New Sibling Form

(PLEASE PRINT)

Student's Name \_\_\_\_\_

Student's Mailing Address: \_\_\_\_\_ Home Phone \_\_\_\_\_ - \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_ Last School Attended \_\_\_\_\_

Date of Birth \_\_\_\_\_ Religion \_\_\_\_\_ Parish \_\_\_\_\_

### Father's Information

### Mother's Information

**Email Address** \_\_\_\_\_

Current Address \_\_\_\_\_

Home Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Work Phone # \_\_\_\_\_ ext. \_\_\_\_\_

Occupation \_\_\_\_\_

Place of Employment \_\_\_\_\_

**Email Address** \_\_\_\_\_

Current Address \_\_\_\_\_

Home Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Work Phone # \_\_\_\_\_ ext. \_\_\_\_\_

Occupation \_\_\_\_\_

Place of Employment \_\_\_\_\_

### MEDICAL INFORMATION

**If your child needs medications during school hours, you must complete the appropriate forms which can be found in your handbook. We may not give any student medicine, but we can observe them taking it.**

Please list any allergies your child may have \_\_\_\_\_

### Emergency Contact & Early Release

In case of an emergency, if neither parent nor guardian can be reached my child has my permission to leave school with the following people, in the following order. My child also has my permission to leave school with these people before the end of the school day for appointments, sports, and/or anything else that may come up. I understand that if my child needs to be picked up early by anyone not on this list, a written note to that effect is required.

1.Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to Child \_\_\_\_\_

2.Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to Child \_\_\_\_\_

3.Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to Child \_\_\_\_\_

4.Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to Child \_\_\_\_\_

5.Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to Child \_\_\_\_\_



# 2020-2021 Saint Mary's Enrollment Contract

Parent/Guardian \_\_\_\_\_

**1. Tuition: Choose from one of the following plans** \*Based on 12-Month Payment Plan

K-8 Enrollment	Monthly Tuition Per Child*	Annual Tuition Per Child	Total Monthly Tuition*	Total Annual Tuition	Student Name & Grade (Please Print) Ex.: Jane Doe - 7
1 <sup>st</sup> Student	\$379.17	\$4,550	\$379.17	\$4,550	
2 <sup>nd</sup> Student	\$337.50	\$4,050	\$716.67	\$8,600	
3 <sup>rd</sup> Student	\$291.67	\$3,500	\$1,008.33	\$12,100	
4 <sup>th</sup> Student	\$291.67	\$3,500	\$1,300	\$15,600	
Pre-K Enrollment	Monthly Tuition Per Child*	Annual Tuition Per Child	Student Name & Grade (Please Print) Ex.: Jane Doe - PK		
Full Day	\$379.17	\$4,550			
Half Day	\$191.67	\$2,300			

Annual Tuition \$ \_\_\_\_\_

2. Subsidy Payment for Non-Catholics (\$500 per student; \$250 for half day PK)  
(Must be paid in full by Dec. 31<sup>st</sup>) \$ \_\_\_\_\_

3. Fundraising Option Plan B \$600.00 \$ \_\_\_\_\_

To create your FACTS agreement, go to <https://online.factsmgt.com/signin/3GLQZ>

Total \$ \_\_\_\_\_

\*Tuition may be paid in full by August 1<sup>st</sup> via FACTS yes / no

\*2 equal installments on August 1<sup>st</sup> and December 1<sup>st</sup> via FACTS yes / no

\*Payments made monthly via FACTS (Financial Management System)  
on the 5<sup>th</sup> \_\_\_\_\_ and/or 20<sup>th</sup> \_\_\_\_\_ of the month beginning in  
\_\_\_\_\_ (month) yes / no

Total Amount financed through FACTS contract \$ \_\_\_\_\_

In addition to tuition payments, other charges such as bus, sports fees, yearbook, lunches, etc. will be added to FACTS on the 5<sup>th</sup> of each month. If you do not want fees deducted from your account, fees must be paid before the last day of the month.

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*



## 2020-2021 Parental Agreement

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1. I/we freely accept the financial obligation incurred by enrollment at St. Mary's Catholic School-Belen and understand that failure to meet this obligation may result in disenrollment or denial of future enrollment.
2. I/we agree to abide by the policies, procedures, rules and program requirements established by the school and the Archdiocese of Santa Fe and fully understand that failure to comply with or efforts to participate in open criticism or disregard for the school's policies, procedures, rules and program requirements may result in the dis-enrollment or denial of future enrollment.
3. I/we agree to support staff and school authority and to refrain from conduct that may be abusive or harassing of school staff, authorized volunteers or school authority. Failure to abide by this condition may result in dis-enrollment or denial of future enrollment.
4. I/we understand that the curriculum, the method of instruction, and the grading system are determined by the school authority and I/we understand that it is not my/our privilege to influence instruction or demand changes in curriculum. That by enrolling in this school, I/we agree to accept the instructional package as determined and provided by St. Mary's Catholic School-Belen and the school authority.
5. I/we accept my/our responsibility in the education of my/our child(ren), and acknowledge that the education of my/our child(ren) is a joint effort and not solely the responsibility of the school or the teacher.
6. I/we agree to support the school authority in expecting the appropriate conduct of my/our child(ren) and will support the lawful exercise of discipline policies/procedures established by the school.
7. I/we agree to do my shift at the burger booth and to sign up for events to fulfill the required 10 volunteer hours. I understand that I could be charged \$10 for hours not served.
8. I/We understand that any financial debts incurred between registration and the end of 19/20 school year must be paid in full by May 22, 2020. I/We further understand that my/our child will not be able to begin the 2020/2021 school year until they are paid in full.

I have read the school handbook and the above as conditions to acceptance and enrollment of my/our child(ren) at St. Mary's Catholic School – Belen and fully understand that enrollment of my/our child(ren) at this school is a **privilege** granted by the school's authority and that this privilege can be rescinded or denied for failure to comply with this agreement or with any other lawful conditions set by the school's authority. This agreement covers all activities and programs sponsored or supervised by the school's authority.

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**Signature of Parent or Legal Guardian**

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**Date**



## Fundraising Obligation Contract 2020-2021

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In order to keep tuition costs at a manageable amount, St. Mary's Catholic School does require fundraising activities to make up the difference. We limit our mandatory fundraisers at two each year: the Fall Fest Fund Raiser and the Grand Prize Raffle. We also require that you do 10 hours of volunteer service per family—some of which is our Fiesta Burger Booth. We assess \$10 per hour in May for hours not served.

Fall Fest: Each family is issued 4 \$100 tickets to sell. These tickets are actually easy to sell in our community because this event is in its 38<sup>th</sup> year. The Grand Prize Raffle: The requirement is 40 \$5 tickets or \$200 worth.

We offer our parents an opportunity to “buy out” of the obligation. That would require that \$600 be paid up front. We would add it to the June, July and August FACTS payment or it can be paid in full at registration.

### Fundraising obligation:

There are two options for fundraising obligations, please choose one:

\_\_\_\_\_ Plan A - Is to participate in all fundraisers.

Under this plan, the family would be issued the Fall Fest tickets and the Grand Prize tickets at the regular time and they would be required to sell them and turn in the money before the event in October. Failure to meet the total obligation for the fundraising requirement would mean that the balance of the obligation would be added to November and December's FACTS payment. However; all unsold tickets must be turned in before the second week in October.

\_\_\_\_\_ Plan B - Is to increase the first 3 payments to include the \$600 total family fundraising obligation amount. The Fall Fest tickets will be issued to you, and your family name will appear on the tickets for the Fall Fest. These tickets may not be resold or transferred. The Grand Prize tickets will be issued to your family to do what you may.



## 2020-2021 SAINT MARY'S EMERGENCY CONTACT AND EARLY RELEASE INFORMATION

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(PLEASE PRINT)

**Name of Student:** \_\_\_\_\_

In case of an emergency, if neither parent nor guardian can be reached my child has my permission to leave school with the following people, in the following order. My child also has my permission to leave school with these people before the end of the school day for appointments, sports, and/or anything else that may come up. I understand that if my child needs to be picked up early by anyone not on this list, a written note to that effect is required.

1.Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to Child \_\_\_\_\_

2.Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to Child \_\_\_\_\_

3.Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to Child \_\_\_\_\_

4.Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to Child \_\_\_\_\_

5.Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to Child \_\_\_\_\_





## 2020-2021 School Year

This authorization form shall serve as parental permission for the use of name, likeness, and/or photographic image of a child/youth where such permission is required.

I grant permission to Saint Mary's School-Belen to use my child's/youth's name, likeness, and/or photographic image in the production of the following: To be photographed or videotaped at St. Mary's School. I realize that the photo may be published in the newspaper, a magazine, the school web-site, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Mary's School

I understand that if, for whatever reason, at any point in time, I decide to revoke this agreement, and I so notify School in writing, all references to my child/youth (i.e., name, likeness, and/or photographic image) will no longer be used. I understand that web page references and web page photographic images will be removed within thirty (30) days of the written notification. I understand that the Archdiocese of Santa Fe, St. Mary's School-Belen and parish are not responsible for access to the internet information or downloads made by users using the web prior to this removal of web references (i.e., name, likeness, and/or photographic image). I further understand that my child's/youth's name, likeness, and/or photographic image may continue to be used in any publication already printed or published prior to my revocation of the consent provided herein.

- I allow my child's picture to be published
- I do not want my child's picture published

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Name of Child (Please Print)

Grade

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Signature of Parent or Legal Guardian

Print Name

Date

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If no, do you want a yearbook picture taken and published in our yearbook?

- Yes
- No



# St. Mary's School

## New Family/Student Referral Program



We recognize that our current school families are often our biggest cheerleaders. To thank you for referring new students and families to St. Mary's School, we offer a New Family/Student Referral Program. We will award a \$200 tuition credit to a current St. Mary's School family for each new family and their child(ren) that is(are) referred to, enrolls and attends St. Mary's School. (The tuition credit of \$200 will go to the current family's first child's or oldest child's tuition.)

The referral program is for current St. Mary's parents or guardians who are paying tuition for enrolled students (Pre-Kindergarten through 8th grade).

Referred students must be enrolled at the beginning of the new school year for the referring family to receive their full distribution. (If a referred family and their child(ren) begin(s) after the school year begins, the referral award distribution will be \$100.)

- Referring Families will receive a credit to their account once the new family has enrolled.

**To participate in the New Student Referral Program, please complete the following:**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Your Student(s): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**I/We have referred the following family to St. Mary's School:**

New Parent(s) Name(s): \_\_\_\_\_

New Student(s) Name(s): \_\_\_\_\_

New Parent(s) Address: \_\_\_\_\_

New Parent(s) Phone: \_\_\_\_\_

New Parent(s) Email: \_\_\_\_\_

**FAITH ~ SERVICE ~ EXCELLENCE**