



## St. Mary/McCormick Catholic Academy

1429 Ballentine Street

Port Huron, MI 48060

Phone: (810) 982-7906

[principal@stmarymccormick.com](mailto:principal@stmarymccormick.com)

This agreement dated \_\_\_\_\_ is made and entered into between St. Mary/McCormick Catholic Academy and \_\_\_\_\_ who is/are the (check one):

Parent(s)  Legal Guardian(s)  Other (explain)

\_\_\_\_\_

Of the following students:

Student's Name	Grade	Half/Full Day	Date of Birth

(List all students by name and grade. Preschool and Young 5 students, please list number of days your child will attend and if they are attending half or full days.)

**Circle One:** In-Vicariate (Name of Parish: \_\_\_\_\_) or Out-of-Vicariate

\*\*If you are new and were referred by a current family, please list the family name:

### **Payment of Tuition:**

- 1) The undersigned agrees to pay tuition for the entire School Year, by April 30th of the current school year, in the amount of \$ \_\_\_\_\_ ("Tuition"). All tuition payments shall be made in accordance with a payment plan.
- 2) If a tuition payment is forty-five (45) days overdue, St. Mary/McCormick Catholic Academy may impose any or all of the following sanctions, at the school's sole discretion, unless special payment arrangements have been made in writing signed by the school's principal or pastor. Sanctioned actions include:
  - a. Assessing late fees
  - b. Withholding Academic Records
  - c. Using collection agency

d. Filing a claim in court

- 3) A family with an unpaid balance for the current school year may not register for the following school year until the tuition for the current school year is paid in full, unless special payment arrangements have been made in writing by the school's principal or pastor. School records, diplomas or transcripts will not be released until all tuition and other charges have been paid in full. **You must have your previous school tuition paid in full by April 30, 2025, or your child could lose their spot for the following school year.**

**Refunds:**

- 4) If a student is withdrawn from the school, either at the request of the school or by the decision of the parent(s), the undersigned is responsible for the prorated annual tuition through the end of the month in which the student withdraws.
  - a. If a student is withdrawn from the school by the decision of the parent(s) after the school year has started, a **\$1,000.00** withdrawal fee per family will be added to the total amount due at time of withdrawal, unless an arrangement has been made with the school's principal or pastor.
- 5) Prepaid tuition will only be refunded in full if cancellation is made, in writing to St. Mary/McCormick Catholic Academy, more than 15 days prior to the first day of school. Unless an arrangement has been made with the school's principal or pastor.

**General Terms and Conditions:**

- 6) Prior to completing the registration process, payment of a non-refundable registration fee in the amount of **\$400.00** is required per family. Unless registered by June 12, 2025, then a non-refundable fee of **\$300.00** is required per family.
- 7) The terms and conditions of the school's enrollment and other policy information, which may be provided to the student are hereby incorporated into this agreement by reference.
- 8) It is further understood that the student(s) and student's parents/guardians, will abide by the policies and guidelines as documented in the school handbook.
- 9) To qualify for **In-Vicariate Family Tuition Rates** a family must be registered at one of the Vicariate parishes, worship regularly, participate in parish activities, provide monetary donations to the parish, and/or participate in parish fundraising.

- 10) **Service hours** – Each family is required to spend a certain number of hours involved in parent participation/fundraising by the last day of school. Those families who cannot participate in service time have the option of buying their service time hours at a rate of **\$25.00** per hour. Any service hours not completed by the last day of school will be charged a **\$25.00** per hour fee.
- a. Full Time students = 20 hours
  - b. AM Preschool & Young 5's 5 days = 15 hours
  - c. AM Preschool 2 or 3 days = 10 hours
- 11) Returned checks: All returned checks will occur a **\$25.00** fee. If two checks are returned for insufficient funds, St. Mary/McCormick Catholic Academy will no longer accept personal checks. You will be required to pay in cash, with a certified check from a local bank, or through the FACTS Management platform.
- 12) I/We understand that an academic spot will be reserved for our student(s) only if this contract and the registration fee are submitted to the school office.
- 13) I/We understand that acceptance of enrollment depends on student's successful completion of the current and/or prior school years.
- 14) I/We understand that St. Mary/McCormick Catholic Academy reserves the right to deny enrollment and/or expel a student who it determines to be unsuitable for enrollment.

**I/We, the undersigned, have read and understand the Terms and Conditions of this agreement, for the enrollment of student(s) for the 2024-2025 school year. I/We agree to abide by said Terms and Conditions and agree to fulfill the total financial obligation for payment of tuition as set forth herein.**

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**Signature of Parent/Legal Guardian/Other** **Date**

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**Address** **Phone**

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**Email Address**

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**Signature of Parent/Legal Guardian/Other** **Date**

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**Address** **Phone**

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**Email Address**