

St. Mark School
15724 Montrose Avenue
Cleveland, Ohio 44111
216-521-4115
stmarkwestpark.com

ADMISSIONS PACKET 2012-2013

- **Admissions Criteria**
- **Tuition & Fee Agreement**
- **Registration Form**

This Admissions Packet includes the Admissions Criteria, Tuition & Fee Agreement and Registration Form. Please read all forms carefully. **The Registration Form must be filled out, signed and returned with registration & processing fee payment to the School Office by March 1, 2012.**

Admissions Criteria

I/We, the undersigned parents / guardians, understand and agree to the following regarding admissions at St. Mark School.

1. I/We accept the philosophy of St. Mark School as defined in the School Handbook, which is to educate the whole child following the examples of Christ and the Gospel Values. Non-compliance with the provisions of the School Handbook or the philosophy of St. Mark School is considered a breach of contract and may result in dismissal from the School.
2. The School education is merely a supplement to the Catholic training received in our home. I/We agree to lead our children by good example to the fullness of Christian life. Sunday Mass is an integral part of the school curriculum. I/ We agree (if Catholic) to attend Mass each week with our children and support the Parish with a weekly offering, using the offertory envelopes or Faith Direct, equivalent to at least one hour of my wages. I/We also agree to pray with our children regularly and, most importantly, to teach them about the ways of God. I/We agree to attend Sacramental preparation programs for students and parent/guardians.
3. I/We agree to pay all stated tuition and fees when due. Failure to pay tuition and fees may result in your account being submitted to a law firm for collection action. Failure to pay tuition and fees may result in your child /children not being eligible to continue as a St. Mark School student.
4. I/We understand that St. Mark School reserves the right to withhold any academic documentation for non-payment of tuition and fees. I/We understand that 8th Grade students will NOT be eligible for class activities or graduation events if tuition and fee payments are not current as of March 1, 2012.
5. I/We agree to submit a Private School Aid Services (PSAS) application to be eligible to receive tuition assistance (**registered St. Mark Parishioners only**).

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Tuition & Fee Agreement:

**Non-refundable Registration and Processing Fees are due March 1, 2012.
Your child's enrollment is NOT guaranteed until the Registration Fee is paid.**

Registration Fees: \$200 for 1st child \$175 for 2nd child \$150 for each additional child

Processing Fee: \$20 annual fee per family for 10 monthly payment option

Tuition will be payable in 3 options:

Annual – Due by August 1, 2012. A 5% discount will be applied if paid by August 1, 2012.

Semi-Annual – Due on August 1, 2012 and February 1, 2013.

10 Monthly Payments – Due on the 1st of each month August 2012 through May 2013.

Tuition per child	Annual	Semi-Annual	10 Monthly Payments
Grades K – 8	\$3850.00	\$1925.00	\$385.00
CSTP 10%	\$385.00	\$192.50	\$38.50
CSTP 25%	\$962.50	\$481.25	\$96.25

All registered Parishioner families are required to submit a Private School Aid Services (PSAS) application to receive any tuition assistance. PSAS forms must be submitted by **March 1, 2012** for the first round of Diocesan awards. Forms must be submitted by **April 16, 2012** for St. Mark Parish assistance. St. Mark will accept early PSAS submissions when required by high schools. Financial Assistance is available through St. Mark and also the Diocesan Tuition Assistance program. Assistance amounts are based upon information received from PSAS. **The Parish Assistance amounts will be determined by the number of students registered at St. Mark School and the financial need of the family. The minimum amount of assistance will be \$600.00**

Families that are NOT registered Parishioners will not be eligible for Parish assistance.

St. Mark participates in the **Cleveland Scholarship and Tutoring Program (CSTP-vouchers)**. The Ohio Department of Education has stated that **continued receipt of Vouchers requires timely and complete payment of the portion of tuition and fees that the families are responsible for.**

Past Due Accounts:

- All tuition and fees must be paid when due. Failure to do so will result in **late fees of \$30 per month** being assessed on the account.
- No academic records will be released for transferring students.
- If tuition and fee payments are not current by March 1, 2012: No academic records or report cards will be released for graduating students. 8th Grade Students will **NOT be eligible to participate in class activities or graduation events.**
- Families with outstanding tuition or fees will **NOT be eligible to participate in CYO sports.**
- Failure to pay tuition and fees may result in the student(s) being dismissed from St. Mark.
- Should the account be left unpaid and referred to legal collection, the account will be subject to all additional costs and collection fees accumulated to clear the account.

Registration Form:

St. Mark School Year 2012 - 2013

Please fill out the form, sign and return with payment to the School Office by **March 1, 2012.**

Family Information (please print)

Env./ID # _____

Parents'/Guardians Name: _____

Street Address: _____ City _____ Zip _____

Phone: _____ Email: _____

(Email will be used to send information and reminders regarding tuition and fees)

<i>Children in St. Mark School</i>	<i>Grade in 2012-2013</i>	<i>Registration Fee</i>
_____	_____	\$200
_____	_____	\$175
_____	_____	\$150
_____	_____	\$150
_____	_____	<u>\$150</u>

Checks made payable to:
St. Mark Church

Total Registration Fees: \$ _____

Processing Fee (Monthly pymts): \$ _____

Total Fees: \$ _____

Payment Option Choice:
_____ **Annual** _____ **Semi-Annual** _____ **10 Monthly Payments** (\$20 Fee)

Agreement:

- **I/We have read and agree to all terms and policies stated in the St. Mark School Admissions Packet.**
- **I/We are the responsible party and payee(s) of this account and have read, understand and agree to the terms and rates of this Tuition and Fee Agreement.**

Father/Guardian _____ **Date** _____

Mother/Guardian _____ **Date** _____