2026-27 TUITION AGREEMENT - Please complete and return with $100 deposit

Student Name: _____ **Grade Entering**: _____
(Please print)

Parents/guardians who register their child/ren at St. Michael's Academy must comply with the financial terms outlined herein. It is understood that the obligation to pay tuition and fees for the full academic year is unconditional and refunds will only be made in strict accordance with the policy stated herein.

Payment Policy

1. A non-refundable $100 tuition deposit is required at the time of registration. The payment is applied toward the student's tuition account. Students will not be registered until the Academy receives a completed registration form and tuition deposit.
2. Payment may be made by cash, check, or through FACTS Management Company. The Academy reserves the right to require payment in cash or by bank check when the Academy has received a check payment that has not cleared the bank. In this case the Academy reserves the right to require all future payments in cash or by bank check.
3. Students whose tuition accounts are delinquent by two months are at risk of being excluded from class until the account is brought current. Students who are in the eighth grade and whose tuition is not paid in full by May 20th may be denied participation in the end of year activities and graduation exercises.
4. Parents/guardians who are experiencing financial difficulty should contact the Business Office or the Principal as soon as possible.

Payment Options

Tuition and fees may be paid by cash, check, or electronic withdrawal in accordance with one of the following options.

❑ **Full Payment Option**	**Payment in full on or before July 31st**. Payment is made directly to St. Michael's Academy. If payment is not made by July 31st, enrollment in the Monthly Payment Option below is required. Payments will begin in **August** for any remaining tuition balance.
❑ **Monthly Payment Option**	Monthly payments made via electronic withdrawals by FACTS Management Company from payer's checking or savings account. Withdrawals are made on the 5th or 20th of each month, begin in July and may be budgeted over a maximum of **11** months. FACTS collects an annual enrollment fee for this service. For families already enrolled in FACTS, signing this agreement authorizes St. Michael's to automatically activate your account. To set-up a new agreement, go to: **https://online.factsmgt.com/signin/4GSBK**

Withdrawal Policy

St. Michael's Academy considers the cost of education as a full school year expense. Enrollment numbers dictate the number of teachers and academic materials that are needed for each student's full-year participation. Please be aware that if you withdraw your previously registered student **after July 1** and before the start of the academic year**, you will be responsible for one quarter of the tuition**. If a withdrawal occurs **after the start of the academic year**, you will be responsible for **tuition due to the end of the quarter you withdraw in.** Families who choose to withdraw their child/ren from St. Michael's must notify the Academy in writing. The family is responsible for contacting the Business Office to cancel the FACTS payment plan. The FACTS tuition account will remain open until all outstanding debts for tuition and the extended day program are satisfied. The payment of tuition is a serious commitment and it is important to stay current in making tuition payments.

In registering my child, I agree to meet the financial commitments to St. Michael's Academy. I have read and agree to comply with the terms in this agreement.

Individual Responsible for Payment of Tuition:

_____
Name | Relationship | Area Code & Telephone

_____
Street Address (PO Box, if applicable) | City | State | Zip

Parent/Legal Guardian Signature:_____ **Date:** _____

Signature of Individual Responsible for Tuition:_____ **Date:**_____
(if not Parent or Legal Guardian)