

### **Delinquent Tuition and School fees**

- Tuition payments are due by the 20<sup>th</sup> of each month- **payments received after will be billed a late fee of \$15.00**
- For delinquent tuition payments: bank check, money order or cash are required- no personal checks.
- Any school documentation given such as report cards, transcripts, or diploma won't be issued until all delinquent tuition/fees have been paid.
- Graduation candidates will not be permitted to participate in or attend graduation traditions such as prom, graduation, etc. if tuition and fees are due.

### **Previous Year's Delinquent Tuition/Fees**

- Students with delinquent tuition or fees from a previous year will **not** be allowed to re-enter the school in September.
- If a student leaves the school with an outstanding tuition balance, the family will be liable for collection through a collection agency.
- Student transcripts/records will not be released until balance is paid in full.

### **Students Leaving During the School Year**

- If applicable, a tuition reimbursement will be given for any months paid for but not attended.
- A full month's tuition will be required for a student attending classes during any part of the month in which they are leaving.

**\*St. Michael Academy reserves the right to cancel any financial aid, scholarships, and/or discounts if the student behavior and/or academic standing do not comply with St. Michael Academy policies.**

If you have any questions, please contact:

**Finance Office**  
**St. Michael Academy**  
425 W. 33<sup>rd</sup> Street  
New York, NY 10001  
**Telephone:** (212) 563-2547  
**Fax:** (212)563-9892  
[www.stmichaelsnyc.org](http://www.stmichaelsnyc.org)

# **St. Michael Academy**



## **Tuition Policies**

**2008-2009**

**Tuition for the 2008-2009 school year is: \$5,800**

**Student Registration fee: \$100.00**

**Academic & Activity fee: \$300**

**Graduation Fee: \$200.00 (Seniors Only)\***

**Tuition Processing Fee: \$25**

\*Included in tuition during their senior year.

### **Tuition Payment Schedule**

**Incoming freshmen & transfers:** Registration fee must be paid the day you are registering your daughter.

Registration is on Wednesday, March 5, 2008

Uniform Measurement, ID Photos are on Wednesday, May 7, 2008

Placement Exam is being held on Saturday, May 17, 2008 at 9:00 am

### **Tuition Payment**

**Please note:** During registration all parents/guardians are **required** to fill out our Smart Tuition form.

**Smart Tuition** – Smart form is filled out by parent/guardian during the time of registration. After the form is submitted an invoice is mailed directly to parent/guardian and all payments are mailed to Smart Tuition. Payments are due the 20<sup>th</sup> of each month. A late fee of \$15.00 will be applied to all payments received after the due date.

### **Tuition Options from Smart Tuition**

- **Ten Month Payment Plan:** payments are made from August 2008 to May 2009 by the 20<sup>th</sup> of each month.
- **Three Payments:** payments are made in August 2008, November 2008, and March 2009 by the 20<sup>th</sup> of each month.
- **Semi - Annual Payment Plan:** payments are made in August 2008 and February 2009 by the 20<sup>th</sup> of each month.
- **Payment in Full:** due by August 20<sup>th</sup> a 1% discount is given and the tuition processing fee will be waived.
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Acceptable forms of payment are cash, checks, bank checks or money orders made out to: **St. Michael Academy.**

**Please Note:** If your bank returns your check to us, a \$35.00 administrative fees plus the bank fee will be due along with repayment of check within 10 days of bank notice. No further personal checks will be accepted at the school, only certified bank checks, cash or money orders.

### **Students Registering Late**

- Students beginning school after September 15 are still required to pay the tuition for September.
- Students transferring into St. Michael Academy second semester, pay only from the time they're enrolled in school.
- Those students registering after August 20<sup>th</sup> will be required to pay the registration fee and the tuition payment for September at the time of registration.

### **Financial Aid**

- St. Michael Academy offers **limited financial aid** to those who qualify.
- A financial aid form must be completed and proof of income will be required.
- Aid will be offered according to need and the school's resources for that year. Financial need will be assessed every year.
- Applying for aid will require a \$25.00 application fee. Completing the form does not guarantee a financial aid award.

### **Scholarships**

St. Michael academy awards academic scholarships based on placing St. Michael as their first choice, the TACHS exam scores, and excellent applicant records. They must maintain an 85% average for renewal.

### **Sibling and Alumni Discounts**

- We offer a 10 % discount per family for children of alumnae
- If a family has more than one child attending St. Michael, we offer a 10% discount on the oldest sibling