

## NOTRE DAME PREPARATORY SCHOOL AND MARIST ACADEMY ANNUAL TERMS 2019-20 SCHOOL YEAR

Returning students whose parents/guardians have signed the Continuous Enrollment Agreement will be considered re-enrolled for 2019-20 following submission of the non-refundable enrollment fee, which will be billed on or about January 20.

Parents/guardians of new students will be able to sign the Continuous Enrollment Agreement and officially enroll for the 2019-20 school year on (and after) January 28. In order to be considered enrolled, parents/guardians must submit the following for each student:

- Continuous Enrollment Agreement
- Enrollment fee and tuition payments to date.\*

*\*Unless approved otherwise in writing by the Admissions and Business offices, student registration requires payment to date. For example, a parent/guardian newly registering a student in early June will be expected to pay the enrollment fee, plus the March, April, May and June tuition payments. Please refer to the tuition schedule and payment policies to determine the payment required at the time of registration.*

### TUITION

The signed Continuous Enrollment Agreement constitutes a promise to pay the entire annual tuition amount in addition to all fees and other expenses and charges—even if the student does not complete the school year—except as stated on page 2 of this document under TUITION ASSURANCE and REFUND POLICIES.

Tuition is billed on a 12-month schedule. Statements will be e-mailed monthly from the NDPMA Business Office, with payments due the first of each month. In lieu of the 12-month schedule, families choosing to pay the total tuition by Sunday, February 10, 2019, receive a 1% discount in the payment. Unless paid in full at the time of registration, tuition for the 2019-20 school year will be billed as follows:

<u>UPPER DIVISION</u>	<u>1st Student<sup>^</sup></u>	<u>2nd Student<sup>^</sup></u>	<u>3rd Student<sup>^</sup></u>	<u>Fourth Student<sup>^+</sup></u>
Non-Refundable Enrollment Fee	\$1,375	\$1,375	\$1,375	\$0
10 monthly installments (March-December 2019)	\$1,375	\$1,300	\$1,230	\$0
Final monthly installment (January 2020)	\$1,326	\$1,253	\$1,131	\$0
<b>2019-20 Total Tuition</b>	<b>\$16,451</b>	<b>\$15,628</b>	<b>\$14,806</b>	<b>\$0</b>

<u>MIDDLE DIVISION</u>	<u>1st Student<sup>^</sup></u>	<u>2nd Student<sup>^</sup></u>	<u>3rd Student<sup>^</sup></u>	<u>Fourth Student<sup>^+</sup></u>
Non-Refundable Enrollment Fee	\$1,230	\$1,230	\$1,230	\$0
10 monthly installments (March-December 2019)	\$1,230	\$1,160	\$1,095	\$0
Final monthly installment (January 2020)	\$1,192	\$1,156	\$1,070	\$0
<b>2019-20 Total Tuition</b>	<b>\$14,722</b>	<b>\$13,986</b>	<b>\$13,250</b>	<b>\$0</b>

<u>LOWER DIVISION</u>	<u>1st Student<sup>^</sup></u>	<u>2nd Student<sup>^</sup></u>	<u>3rd Student<sup>^</sup></u>	<u>Fourth Student<sup>^+</sup></u>
Non-Refundable Enrollment Fee	\$985	\$985	\$985	\$0
10 monthly installments (March-December 2019)	\$955	\$905	\$855	\$0
Final monthly installment (January 2020)	\$911	\$839	\$766	\$0
<b>2019-20 Total Tuition</b>	<b>\$11,446</b>	<b>\$10,874</b>	<b>\$10,301</b>	<b>\$0</b>

<sup>^</sup>The "first student" rate is assigned to the student registered in the highest grade at NDPMA. Date and order of registration does not affect the multiple-child discounts.

<sup>+</sup>No tuition is charged to the fourth student (or additional) from the same family, as defined by NDPMA.

### MATERIALS FEES

All NDPMA students receive a computer device to enhance their education. In addition to devices, students will continue to receive myriad types of materials to augment their academic and faith experience at our school. The device and academic fees will be assessed and are payable in full on July 1. The fees are detailed in the chart below. They are non-refundable, and are subject to the terms and conditions of the Continuous Enrollment Contract.

<u>Division</u>	<u>Grade in 19-20</u>	<u>Device Fee</u>	<u>Academic Fee</u>
Upper Division	12	\$340-\$450	\$845
Upper Division	9, 10, 11	\$340-\$450	\$570
Middle Division	6, 7, 8	\$340-\$450	\$540
Lower Division	JK, K, 1, 2, 3, 4, 5	\$200	\$485

### **Important Notes on Materials Fees and Devices**

- The Device Fee for students in the Middle Division and Upper Division may range from \$340 to \$450, depending on the device purchase costs and length of the lease. Middle and Upper Division students may keep their devices over the summer, provided they are fully registered and their accounts are up-to-date. At the end of their lease, students in the Middle Division and Upper Division may purchase their devices from the school at a cost of \$1.
- The Device Fee for students in the Lower Division is \$200, regardless of grade. Student devices at the Lower Division are rented—not leased—from the school on a yearly basis. Lower Division students must return their device at the end of each school year.
- The Device Fee covers the costs associated with the hardware and accessories of the computer, i.e. device, charger, keyboard, case and warranty.
- The Academic Fee covers the costs associated with all instructional materials, such as textbooks, workbooks, online resources, and software applications, as well as the costs for campus ministry initiatives, including class retreats. Also, the Academic Fee for seniors includes costs for graduation expenses and a 2018-19 yearbook, which will be mailed to students in Fall 2019.
- Before a new student at any division receives his/her device, a parent/guardian must attend a “Parent Informational Session” in August, and must sign a device “Terms and Agreement” contract.
- New Middle Division and Upper Division students will receive their device at “Tech Boot Camp.” Students must register and attend one of these sessions that will be conducted the week prior to the start of school.
- Lower Division students will receive their devices during the first week of school. Students will be trained on how to use their devices during the school day in their Technology class.
- Though NDPMA cannot guarantee that a new student will receive a new device, all devices are tested and functional prior to deployment. All warranty claims, repairs and support are handled by NDPMA. Damaged devices are subject to the terms and conditions of the applicable lease or rental contract.
- Instructional materials for students at all three divisions will be distributed on the first day of class by instructors.
- Rented materials will be collected at the completion of a course. Student workbooks and novels will become the property of the student.
- The replacement of any lost, damaged or stolen device or materials is the responsibility of the student/family. Families may opt to purchase third-party insurance on their own, or include their device(s) on their homeowner’s insurance policy.

### **ADDITIONAL FEES**

Any extra charges related to involvement in athletics, Parents Club, Booster Club, etc., will be posted to student accounts and added to the monthly bill. Other optional fees also will be added to the monthly bill. These may include, but are not necessarily limited to: Yearbook\* (UD & MD); Parking Pass (UD); AP/IB Testing (UD); Field Trips (UD, MD, LD); Extended Care (LD).

*\*Middle Division yearbooks are distributed in June. Upper Division yearbooks are distributed the following fall.*

### **TUITION ASSURANCE**

Families are strongly encouraged to purchase Tuition Assurance as set forth in this document. In the event that a parent withdraws a student, or a student is involuntarily dismissed by NDPMA, Tuition Assurance guarantees a refund of tuition paid for the student for the school year for which he/she was withdrawn or dismissed, prorated based upon the number of school days he/she was enrolled. Tuition Assurance does not provide for a refund of any fees, expenses or other charges, including but not limited to the non-refundable enrollment fee. Tuition Assurance must be purchased and paid in full with the non-refundable enrollment fee each year, and remains valid only for accounts kept up-to-date. Families with multiple students may opt to assure as many children as they wish. Assurance rates for 2019-20 by division are as follows:

**Upper:** \$755.00    **Middle:** \$675.00    **Lower:** \$525.00

To purchase Tuition Assurance, click “Assurance Form” after following this link: <https://sis.ndpma.org/sslpage.aspx?pid=317>.

### **ADDITIONAL OBLIGATIONS**

- Each family is required to complete an equivalent of 10 hours of service for the NDPMA Parents Club during the 2019-20 school year. Families may opt out of the hours by June 15, 2019, at the rate of \$70 per hour. After June 15, parents failing to register for service hours will be billed at a rate of \$85 per hour. Parents who are registered to serve but do not fulfill their obligation will be billed at a rate of \$100 per hour missed.
- Each family is required to sell or purchase a minimum of 55 Super Raffle tickets (\$10 each, \$550 total). Raffle ticket stubs and money must be turned in by September 20, 2019. The value of all unsold tickets will be charged to the student account. Families registering after the completion of the raffle will be charged a prorated fundraising fee.

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### **ADDITIONAL OBLIGATIONS (cont.)**

- Each family with a student who plays sports for NDPMA is required to work three Booster Club events per student, per season. Families may opt out of events at the time of the seasonal parent sports meeting at the rate of \$100 per event, per student, per season. Families who fail to sign up for events on time also will be billed at rate of \$100 per event. Families who are registered to work but do not fulfill their obligation will be billed at a rate of \$125 per event missed.

### **PAYMENT POLICIES**

- NDPMA maintains separate accounts for each student. NDPMA does not maintain separate student accounts for parents living separately.
- Tuition payments are due on the 1st of each month and are considered late after the 10th. Account balances not paid in full by the 10th of each month automatically will be assessed a \$50 late fee.
- Families are obligated to make monthly tuition payments according to the NDPMA tuition schedule. Families also are responsible for all fees—required and additional—and agree to pay unconditionally when billed by NDPMA for any other expenses or charges incurred on behalf of the student in connection with the NDPMA program. Registrations submitted after the initial registration period must include up-to-date tuition and fees.
- Tuition and all other account balances must be up-to-date by August 1 in order for the student to attend orientations, classes, or school-sanctioned activities.
- For delinquent accounts (more than one month past due), NDPMA reserves the right to hold students from class, as well as deny access to records, grades, transcripts, NetClassroom, Haiku, and extracurricular activities.
- Any alternate payment schedule must be approved in writing by the Admissions and Business offices.

### **METHOD OF PAYMENT**

NDPMA encourages families to use our secure online payment system. To do so, simply follow the link in your billing statement e-mail. Payments also may be made by check, money order or cash. Checks should be made payable to “NDPMA.” (Do not mail cash.) Tuition payments sent via USPS—with payment stub included—should be mailed to: Notre Dame Preparatory School and Marist Academy, 1300 Giddings Road, Pontiac, MI, 48340-2108, Attention: Business Office. All returned (NSF) checks will result in a \$35 service charge, as well as a late payment fee (if applicable).

### **REFUND POLICIES**

**With the exception of Tuition Assurance and Financial Aid applicants, all refunds of tuition payments are subject to the following terms:**

***Before April 1st:*** 100% credit of March installment

***After April 1st:*** 75% credit of March and April installments

***After May 1st:*** 50% credit of March, April, May installments

***After June 1st:*** 25% credit of March, April, May, June installments

*Note:* NDPMA does not refund tuition after July 1. Fees, expenses and other charges are not refundable.

*Note:* Expulsion from NDPMA results in a refund of tuition prorated based on days enrolled.

*Note:* Tuition refunds for Financial Aid applicants are subject to the school’s financial aid policies.

*Note:* If a family chooses to withdraw a student from the school, and if within one year the family returns to NDPMA, any non-refunded tuition payments will be credited to the student’s account.

### **IMPORTANT!!!**

NDPMA is a not-for-profit organization that charges tuition for a full-year period. As long as a student is attending NDPMA, his/her parent/guardian is obligated to make tuition payments according to the payment schedule without exception. Once a Registration and Tuition Contract has been signed by a parent/guardian, the parent/guardian is responsible for making scheduled tuition payments, together with paying all fees, expenses and other charges when due, even if he/she anticipates withdrawing a student prior to the Contract being fulfilled. NDPMA reserves the right to withhold a student’s records for breach of the Contract. To avoid these issues, NDPMA strongly encourages every parent/guardian to purchase Tuition Assurance (see above) if there is any possibility, whether great or small, of a future withdrawal. All information presented in this publication is qualified by reference to the Contract, which shall govern in the event of any inconsistency with the information contained herein.

- NDPMA -

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