



TUITION FOR THE 2018-2019 ACADEMIC YEAR

The successful education of a student at St. Matthew's Episcopal School depends on a positive relationship between the school and families. To nurture and sustain a successful working relationship, both parties in the partnership must fulfill specific obligations and expectations. SMES receives minimal funding from local or state government and none from St. Matthew's Episcopal Church or the Episcopal Diocese of Louisiana. The primary source of revenue is through tuition. Tuition payments must be made according to the "Enrollment Contract" signed by each family so that payroll and other school financial obligations are met on time.

Preschool – Seventh Grade: \$5,623 annually **

*** A multiple sibling discount extends a 5% reduction in tuition for the second student enrolled and a 10% reduction in tuition for the third (+) student(s) enrolled. The sibling tuition reduction program cannot be combined with other reductions in tuition.*

ALL payments must be made through FACTS Mgt. for the 2018-2019 academic year.

TUITION PAYMENT OPTIONS:

- **FULL** – \$5,623 due on June 5, 2018 – payable through FACTS Mgt. (\$20 annual FACTS enrollment fee per family)
- **SEMI-ANNUAL** – \$2,841.50 due on June 5, 2018 and November 5, 2018 – payable through FACTS Mgt. (\$20 annual FACTS enrollment fee per family)
- **QUARTERLY** – \$1,435.75 due on June 5, 2018; September 5, 2018; December 5, 2018; and March 5, 2019 – payable through FACTS Mgt. (\$50 annual FACTS enrollment fee per family)
- **MONTHLY** – \$536.18 due on the 5th of each month beginning June 5, 2018 and ending on April 5, 2019 – payable through FACTS Mgt. (\$50 annual FACTS enrollment fee per family)

TUITION REFUND INFORMATION:

St. Matthew's expenses are incurred on an annual basis, and the budget is based on students remaining the entire year. To ensure that the annual budget is not compromised, the following refund policy applies for students in Preschool through 7th grade:

- If student withdraws prior to the first day of school - 75% of annual tuition is refunded.
- If student withdraws prior to or on September 30 - 50% of annual tuition is refunded.
- If student withdraws after September 30 - no refund is given.

If a student withdraws from St. Matthew's, the Administration must be notified in writing by the parent or guardian.

Parents who select the semi-annual, quarterly, or monthly payment options through FACTS Mgt. are required to pay the remaining balance on their tuition accounts before student records will be released. Upon withdrawal, the principal balance will be reduced by the percentage stated above according to the date of withdrawal. The parents are obligated to continue with payments until the tuition balance is paid in full.