



PROVIDENCE-ST. MEL SCHOOL STUDENT ENROLLMENT CONTRACT
2024-2025 School Year

Student Name: Last, First MI SS#: - -
Address: Number and Street Apt City State Zip Code
Date of Birth: Grade: Level: Sex: Male Female
School Last Attended: Grades Attended:

Mother Name: Last, First Main Phone: ( ) -
Address: Number and Street Apt City State Zip Code
Home Phone: ( ) - Work Phone: ( ) -
Cell Phone: ( ) - Email Address:

Father Name: Last, First Main Phone: ( ) -
Address: Number and Street Apt City State Zip Code
Home Phone: ( ) - Work Phone: ( ) -
Cell Phone: ( ) - Email Address:

Guardian Name: Last, First Relationship to Student:
Address: Number and Street Apt City State Zip Code
Home Phone: ( ) - Work Phone: ( ) -
Cell Phone: ( ) - Email Address:

Student Lives with: Both Parents Mother Father Guardian
Tuition Will Be Paid by: Relationship to Student:

Emergency Contact (To Be Contacted Only if Parent or Guardian cannot be Contacted)
Name: Last, First Relationship to Student:
Home Phone: ( ) - Work Phone: ( ) -
Cell Phone: ( ) - Email Address:

List All Current Medical Conditions:
List All Medications Taken During School Hours:

If there is court documentation (court order or other agreement) regarding custody of this student, the custodial parent or guardian must notify the Admissions or Front Office of this fact at the time contract is completed.

I/We have read and understand the tuition and rules stated in this Student Enrollment Contract. I/We agree to abide by all the terms of this agreement and by the Providence St. Mel Student Handbook.

Parent or Guardian Signature Date Student Signature Date

# 2023-2024 REGISTRATION AND TUITION GUIDELINES

## 1. REGISTRATION

A Registration Payment is required. It is non-refundable.

Timeline	Registration Cost
January 31, 2024 (Early Registration)	\$200
February 1, 2024-March 31, 2024 (Standard Registration)	\$300
April 1, 2024 and after	\$400

## 2. Curriculum Resource Fee Per Grade Level

Fees are non-refundable and non-transferrable

Grade Level	Amount
Pre-School, Pre-Kindergarten, Kindergarten	\$500
Lower School	\$600
Middle School and High School	\$700

## 3. General Tuition Guidelines

All PSM tuition plans are managed through **SMART TUITION**. There is an annual **SMART TUITION** fee of \$50 applied to each family account (not student account). Under the standard tuition payment plan which officially begins in July, monthly installments are due in full on the first day of each month. Late Fee & Exclusion rules apply for any unpaid balance each month. Tuition payments are non-refundable and non-transferrable to another account or debt. All payments must be made to **SMART TUITION**. **Please make sure to check your account online for your monthly payment.** Students leaving PSM after the 1<sup>st</sup> day of the month will be charged full tuition for that month. Requests for transfers must be in writing and require a 24-hour notice.

## 4. Fundraising

All families at Providence St. Mel are obligated to participate in annual fundraising raffle with a minimum contribution of \$500 per family. The Family Fundraising fee will be allocated toward the March tuition installment.

## 5. PSM Financial Assistance

Financial aid grants provided by Providence St. Mel are supported by the school's fundraising efforts. Academic scholarships and need-based financial assistance are available to families who qualify. PSM internal academic scholarships and financial assistance grants are not combinable. All tuition assistance awards are distributed over the monthly payment plan. If financial assistance has not yet been determined, families are responsible for the full month's tuition until award amounts are finalized. High School students receiving financial assistance are required to participate in the afterschool work study/tutoring program.

## 6. Outside Tuition Assistance

Additional financial aid or scholarships may be provided by individuals and groups outside the school. Providence St. Mel reserves the right to adjust internal award amounts if applicants receive additional financial assistance from PSM and/or an outside source. Scholarship amounts are distributed over the monthly payment plan.

## 7. Compliance

Parents and students must comply with all policies and procedures in the Providence St. Mel Student Navigation Guide and all **SMART TUITION** policies. Failure to do so may result in loss of scholarships/financial aid or dismissal.

Signature.....Date.....

I have read and understand the registration and tuition guidelines stated in the Enrollment Contract. I agree to abide by the terms of this agreement and the Providence St. Mel Student Navigation Guide.