

May 9, 2011

Dear St. Simon Parish School Community:

Thank you for your on-going support of our school. Your children continue to make us proud as they exhibit great and positive values in their academic endeavors and extra-curricular activities. We are grateful for each family's role in the success of our parish school.

During the budgeting process for the 2011-2012 school year the St. Simon Finance Council has carefully looked at the needs of our school community and the costs associated with offering a quality, Catholic education. With this in mind, the Council has created a budget for the 2011-2012 school year with the following criteria:

1. Keep tuition rates lower or on par with other local Catholic schools.
2. Maintain all programs and services currently in place.
3. No reduction to instructional or support staff, and an addition of a Reading Resource teacher to faculty staff.
4. No increases to registration, technology, extended care, athletic or extracurricular fees.

In order to keep our program at a top quality level and cover our increasing costs it is necessary to raise tuition next year. The St. Simon Finance Council recognizes the financial strain impacting some of our families and it is our goal to provide a Catholic education for every single child. If you are facing financial hardship, please contact me so we can discuss options.

As an enhancement for our families I am pleased to announce we will be partnering with Smart Tuition for the processing and collection of tuition and fees starting with the 2011-2012 school year. Tuition and fee collection has become one of our most time-consuming and costly administrative tasks. By moving to a tuition management system, St. Simon joins a growing number of Catholic and private schools utilizing such services to better serve families while improving operational efficiencies. With Smart Tuition families will now have one on-line source with 24/7 access for tracking school tuition, extended care charges, field trip, after school extracurricular activities and sports fees. It is mandatory that all families participate in Smart Tuition. There will not be any additional fees for this program for 2011-2012.

With Smart Tuition you will be able to:

- **Select a payment type that works best for you.**
 - Invoices can be sent monthly allowing you the option to mail in a check or money order.
 - Setup recurring payments with the Automatic Debit Option.
 - Pay tuition using a MasterCard, Discover or American Express credit card. Visa is not accepted through Smart tuition. (Please Note: by choosing to use a credit card or debit card you will incur an additional 2.5% fee).

- **Access your own Smart Tuition account online.**
 - You can edit your profile, including your username, password, contact information, and payment method information.
 - You can review and print your monthly billing details and payment history.
 - You can make a one-time payment or setup monthly scheduled payments.

- **Receive payment and follow up reminders**
 - Smart Tuition will remind you of your next payment 7-10 days before your due date by email.
 - If you happen to miss a payment or have an outstanding balance, they will kindly remind you by email and phone. **Note: Late payments will be subject to a \$35.00 late fee.**

- **Speak to a customer service representative 24/7, 365 days a year**
 - Have your questions answered by their friendly and helpful staff
 - Or make a payment

To complete this year's registration process, please follow these simple steps:

1. Review all of the enclosed materials.
2. Complete the enclosed Smart Tuition enrollment form. Be sure to select your payment options and provide all requested information.
3. Attach your check for registration, technology and graduation fees to the Smart Tuition enrollment form and return to the school office by May 23, 2011.
4. Look for additional information coming later about accessing your Smart Tuition account.

St. Simon Catholic Parish is a very special community. We are blessed to have great students, committed faculty, and supportive parents. It is our job as Catholic educators to help inspire our children to develop as S.A.I.N.T.S. (Spiritual, Academically prepared, Inquisitive, Neighborly, Trustworthy, and Strong), our Schoolwide Learning Expectations. This is our commitment to you! We look forward to the next school year as we work together and continue to grow as school and community, fostering the loving and nurturing environment that we all expect.

Thank you for all that you do at St. Simon.

Blessings to you and your family,

Steven M. Clossick
Principal

SAINT SIMON PARISH SCHOOL
2011-2012 Tuition Rates, Fees, and Tuition Policies

Tuition

GRADES K through 8:

	<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>	<u>4 Children</u>
Catholic In-Parish	\$6,401	\$12,103	\$15,830	\$21,109
Out of Parish	\$8,247	\$15,834	\$22,885	\$29,688

For any questions about this rating, please contact the Business Office, Joan Mibach, jmibach@stsimon.org.

Tuition for the 2011-2012 school year may be paid in full on **August 10, 2011** semi-annually on **August 10, 2011** and on **January 10, 2012** or in ten monthly payments due on the 10th of each month, **beginning August 1, 2011 through May, 2012**. A \$35.00 service charge will be assessed for any payment received after the 10th of the month. A \$20.00 service charge will be assessed for any returned check.

If the tuition payment plan presents a problem to any family the principal must be contacted so that suitable arrangements can be made.

Below is a list of additional fees required for registration of your child(ren). All applicable fees must be received by **Monday, May 23, 2011** to reserve a student's place for the 2011-2012 school year. All fees are non-refundable. You may submit one check to cover all of the fees.

REGISTRATION FEE: (Per Child per Year) Grades K through 8 - \$400.00

This fee helps to cover the cost of enrollment, administration, textbooks, Department of Education fee, Catholic Telemedia Network fee, standardized testing, yard duty, child health insurance costs, room parent expenses, and health office expenses.

**TECHNOLOGY FEE (Per Child per Year) Grades K through 4 - \$100.00
Grades 5 through 8 - \$150.00**

This fee will help cover the costs to significantly increase the number of student laptops, for professional development in technology for teachers, for website upgrades, and for additional technology staff. It will also assist in covering costs for upgrades to our technology infrastructure.

EIGHTH GRADE FEE (For 8th grade families only; per child fee) Grade 8 - \$75.00

This fee will cover the costs of graduation and the graduation party.

To register for the 2011-2012 year, please complete the attached Smart Tuition Registration Form, attach a check for all the applicable fees for your child(ren), and deliver to School office by May 23, 2011.

Policy for “In-Parish” status for St. Simon Parish School Tuition

St. Simon School is a ministry of St. Simon Parish and relies on the parish as a whole for financial, Administrative, religious, and spiritual support. Those families who are active in the stewardship of the parish through participation in the life of the parish and tax deductible contributions through the offertory envelopes are supporting the ministry of St. Simon Parish School. For this reason, we offer an “In-Parish” tuition rate that is approximately \$2000 less than the “Out-of-Parish” rate.

To qualify for this In-Parish discount rate, a family must fulfill all the following conditions:

1. Be a Catholic, registered in St. Simon Catholic Parish (at the parish office).
2. Participate regularly at Mass in St. Simon Church, evidenced by the regular use of the offertory envelopes. Annual tax-deductible financial contributions should take into consideration and reflect the difference between the “In-Parish” and “Out of Parish” tuition rate.
3. Participate in parish and school activities.

For families new to the St. Simon Parish community, we offer the “In-Parish” tuition rate six months after registration in the parish. During the six month period a family must demonstrate fulfillment of the above conditions. Once qualified, a credit will be issued to reflect the in-parish tuition rate.

“In-Parish” status is subject to review throughout the year and the tuition rate will be changed to “Out-of-Parish” status if a family has not met the qualifying conditions. For those families who have not met the above conditions during the past year or more, their tuition status will be changed to “Out-of-Parish”. The family will be invoiced at the “Out-of-Parish” rate.

Any family unable to meet the required conditions because of financial hardship or who is in need of financial aid to meet tuition costs should contact the principal.

If you have any questions regarding the above policy or your classification, please contact Joan Mibach, Parish Business Manager, at jmibach@stsimon.org.

Tuition Payment Policy

School operations are dependent on the timely tuition payments. Tuition is due on the 10th of the month and a late fee of \$35.00 will be assessed if payments are received after the 10th. Families whose tuition is past due will receive notification. If payment is not received during the next thirty days the family must contact the principal and/or the pastor to discuss their tuition account and plan to bring the account current.

If an account becomes 60 days past due, a meeting with the principal and/or the pastor is required. The family should arrange a meeting to discuss their financial situation and ability to continue at St. Simon Parish School and a written payment plan will be agreed to.

When an account is 90 days past due, if no arrangements have been made between the principal and/or pastor and the family, the family will be considered no longer enrolled in the school.

All previous unpaid tuition must be paid by June 30th if a student is to be enrolled on the first day of the new school year. If there is a balance due, the student will be placed on a wait list and will not be eligible to register/enroll for the new school year until the balance is paid in full.

Financial Assistance

St. Simon Catholic Parish and the Diocese of San Jose have funds available which are awarded based on demonstrated need. Financial Assistance forms must be completed to process any request. For more information please contact Steve Clossick, Principal, at (650) 968-9952 ext. 11.

Non-Discriminatory Policy

Catholic Schools in the Diocese of San Jose, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. The Catholic Schools in the Diocese of San Jose do not unlawfully discriminate on the basis of race, color, national and/or ethnic origin, age, sex or disability in administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs.