

Registration/Tuition Packet

In the presence of God, St. Michael’s School provides a nurturing environment, academic excellence, and spiritual growth in order to prepare children to live wisely and serve faithfully.

## We all prayerfully contribute to the education of your child.

**Our school families give a certain amount of their time, talents, and treasure.**

Our tuition packet explains how you become a member of St. Michael’s school family.

**When is enrollment?**

We ask all our families to enroll by the end of May. This gives us time to plan for classrooms and materials.

Adopt-A-Student Scholarship requests will be processed after August 1st, 2025.

Thank you for being a part of our St. Michael’s School family!

St. Michael’s School Registration/Tuition Agreement 2025-2026

Mother/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Father/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_Zip\_\_\_\_\_\_\_ Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell phone 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell phone 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student/s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_

Emergency contact (if parent can’t be reached) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish/Church Membership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If Affiliated-Not Required

Baptism: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1st Communion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student lives with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Transportation to School: Bus\_\_\_\_\_ Car\_\_\_\_ Walk\_\_\_\_

Ethnicity: \_\_\_\_\_Black or African American\_\_\_\_Asian\_\_\_\_American Indian or Alaskan Native

\_\_\_\_\_\_Native Hawaiian or Pacific Islander\_\_\_\_White \_\_\_\_\_Hispanic or Latino or \_\_\_\_Not Hispanic or Latino\_\_\_

Does your child have any disabilities/illness/allergies that we need to be aware of?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registration Fee**

All families Pre-K-6 grade will pay a **$100** **(per child**) Administrative fee when registering their child/ren each year in addition to the tuition listed below. (Fee for Kindergarten waived if registered on Open House Night.) **This fee is non-refundable**. Paid\_\_\_\_\_\_\_\_\_ Check/Cash Date\_\_\_\_\_\_ **Tuition**

Multiple Child Discounts Available! One child $2,500 Two children $4,375 Three children $5,625

We will follow this Payment Plan (check one):

\_\_\_\_\_\_\_\_\_A. 100% lump sum payment by: September 30, 2025 \_\_\_\_\_\_\_\_\_B. Bi-Annual payments by: September 30, 2025 and February 28, 2026

\_\_\_\_\_\_\_\_\_C. Monthly Payments of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per month

**If you need to make special arrangements, please contact the School office.**

1. Payment Method (please indicate one)

\_\_\_\_\_\_\_\_\_A. Personal Check

\_\_\_\_\_\_\_\_\_B. Bank Account Debit or Pay on the school Website:stmichaelsschool.org –must cover fees for website payments.

**All payments should be made at St. Michael’s School office.** ***I agree to the above tuition commitments. I will follow the payment schedule I have indicated, or I will communicate with the bookkeeper or principal any need for changes. Signature of adult responsible for payments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_***

**Adopt-A-Student Scholarship**

Families unable to pay the full tuition amount may request an Adopt-A-Student scholarship. Adopt-A-Student Scholarships are available for those with greatest need at St. Michael’s School. These funds will be paid from the Adopt-A-Student Program as tuition for those who qualify. One must apply for these scholarships, and provide the first 2 pages of your tax return when meeting with the Adopt-A-Student Scholarship committee (Pastor, Principal, St. Michael’s Parish Finance Council member). *Adopt-A-Student meetings will take place in August.* **All information from this meeting will be held strictly confidential.**

*I/We wish to apply for an Adopt-A-Student Scholarship. (Please check this statement and fill out the form attached)*

**Fees: It is your responsibility to communicate if you need to re-adjust your payments!**

**30 days past** your scheduled payment date: $30 fee and meeting with Administrator.

**60 days past** your scheduled payment date: additional $30 late fee and 2nd meeting with Administrator/Superintendent. Administrator, Superintendent and Parish Finance Council member meet to discuss situation and possible consequences/reductions.

**90 days past**: ***Non-payment will be viewed as voluntary withdrawal from St. Michael’s School.***

Withdrawal and fee collection: See “Withdrawing from St. Michael’s” section.

**Hot Lunch Program**

St. Michael’s School is part of the National School Lunch and Breakfast Program. As a result of Minnesota Legislation, all families receive Free Lunch and Breakfast, but are still asked to fill out a Free and Reduced Lunch application per the MN Free and Reduced Lunch Program Rules. Thank you for filling these forms out at the beginning of the year.

**Withdrawing from St. Michael’s School**

Families must notify St. Michael’s School in writing if a student is being withdrawn from the school.

If a student leaves before the school begins, the registration fee per child remains non-refundable.

During first 2 weeks of school: 10% of tuition is due

During first marking period: 25% of tuition is due

During second marking period: 50% of tuition is due

During third marking period: 75% of tuition is due

After the third marking period full tuition is due- no refund.

**St. Michael’s School Time & Talent Requirement**

*Fundraising is necessary to keep tuition rates down.*

**Each family is requested to work 25 volunteer hours and to sell at least 2 calendar raffle tickets ($50 each).**

**August**

\_\_\_\_\_Calendar Raffle Preparation 2 hr shift

**October**

\_\_\_\_\_Rummage Sale 4 hr shift

**November**

\_\_\_\_\_Pie Sale (weekend before Thanksgiving) 3 hr shift

\_\_\_\_\_Craft Sale (1st Saturday) Setup 4 hrs

**February**

\_\_\_\_\_Benefit Dinner Setup/Tear-down 5 hrs

\_\_\_\_\_Ben. Dinner Kitchen/serve 5 hrs (Req. for 6th grade parents)

\_\_\_\_\_Ben. Dinner Silent Auction Item ($50 value) 1 hour

\_\_\_\_\_Sell Benefit Dinner Tickets $500 Ticket (5 hr)

**May/Summer** \_\_\_\_\_ Parade Float

\_\_\_\_\_ Fair Booth

**Ongoing or As Needed**

\_\_\_\_\_Help with Silent Auction at Benefit Dinner \_\_\_\_\_Craft Sale Coordinator

\_\_\_\_\_PTC Officer

\_\_\_\_\_Advisory Council Member \_\_\_\_\_ Fieldtrip Chaperone

\_\_\_\_\_Yes, I am interested in helping out if more fundraisers come up during the year.

**I/We understand that my family’s volunteer hours translate directly into funds for our school. I realize this is a requirement of being part of St. Michael’s School. Therefore, I have checked volunteer opportunities above, and I am committed to trying to sell 2 calendar raffle tickets.** *Sign*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_

***OR****:*

***I choose NOT to work volunteer hours, and have instead agreed to pay the total cost of educating my student at $12,000.***

**Safe Environment Certification is required for volunteers working with or around students.**

**See the diocesan website to complete Safe Environment Certification: www.crookston.org**