

**St. Martha Tuition Policy
School Year 2008-2009**

Tuition payments

- Payments begin July 1, 2008, and continue through June 30, 2009
- Payments are made by:
 - Personal check **ONLY** if tuition is paid in full. Payment is due July 15, 2008. There is a hundred dollar discount per child (up to \$300) if you pay in full.
 - All other families must pay via Electronic Funds Transfer (EFT)
 - Semi-monthly on the 1st and 15th
 - Monthly on the 1st, 15th or 25th
 - If the 1st or 15th falls on the weekend, payments will come out of your bank account on Monday
 - If the 1st or 15th falls on a bank holiday, payments will come out of your bank account on the next business day

Prompt payment is expected

- For those paying by EFT:
 - If your account is overdrawn or rejected for any other reason, we will notify you in writing with a statement of what you owe including any related bank charges
 - It is expected you will pay immediately with a money order
 - If you have a change of bank account, please notify the parish office in writing with the new voided check and allow 2 weeks for processing
 - If you need to change the terms of your payment, please notify the parish office in writing and allow 2 weeks for processing
- **If your tuition is 2 weeks behind**, a mandatory meeting with a parish office representative will be scheduled
- **If your tuition is 4 weeks behind**, your child(ren) will not be allowed to attend St. Martha School until your account is current.

Statements and Receipts

- Tuition is not deductible as a charitable contribution on your income tax return
- If you want a receipt or statement, please call Terri Bell at the parish office 491-8535 ext. 309

Stewardship Families must:

- Be a member of St. Martha Parish
- Have a current year Stewardship Commitment form on file with the parish office
- Meet or exceed your Stewardship Treasure Commitment
- Actively offer your time and talent to the parish to the best of your ability

St. Martha does monitor the stewardship families to ensure they are complying with this policy.