

Saint Mark Catholic Academy

Admission Procedures
Nursery, Kindergarten, Grades 1 through 8

CHILD MUST ACCOMPANY PARENT AT REGISTRATION

The Principal will meet with the Parent and Student during the application process.

Please Print Legibly and Fill In All Information Completely

A \$150.00 Non-Refundable Registration Fee is Required at time of Registration

Please Provide the Following Documents:

- **Birth Certificate**
- **Immunization Record (Required by Law)**
- **Baptismal Certificate (if applicable)**
- **A Copy of the Student's most recent Report Card**
- **A Copy of the Student's IEP (if applicable)**
- **A Copy of Parent's Social Security Card**
- **A Wallet Sized Picture of Student**

Please Provide the Following Documents if You Intend to Apply for Financial Aid:

- **A Copy of Your Prior Year Taxes**
- **Your W-2 Form**

Saint Mark Catholic Academy Enrollment Form 2020-2021

FAMILY NAME(name on Tuition Account): _____

STUDENT'S NAME MUST MATCH BIRTH CERTIFICATE

Student First Name: _____ **Middle:** _____ **Last :** _____

Home/Primary Phone Number: * _____ Primary Email Address: * _____

Mailing Address: * _____ Apt # * _____ Zip Code* _____

Cell Phone * _____

Date of Birth: * _____ Male _____ Female _____

Start Date: _____ Grade Level _____

Previous School and Grade: _____

Religion: _____ Place of Worship: _____

Parish Name: _____

Baptism: (Parish & Date) _____ Communion: (Parish & Date) _____

Penance: (Parish & Date) _____ Confirmation:(Parish & Date) _____

Student's Ethnicity: White Black Hispanic Asian Native Amer/Native Alaskan Native Hawaiian/Pacific Islander

Birth City: _____

Birth State: _____

Birth Country: _____

Name and Number of Child's Pediatrician _____

Does the student have any medical conditions or allergies?: Yes No Does the child have asthma?: Yes No

Please Explain: _____

Does the child wear glasses?: Yes No

Languages Spoken at Home: _____

Does This Child Have An IEP or 504? Yes No

If yes, you must provide the School Office with a copy of the most recent evaluation.

If yes, what services has the child received: Speech PT OT SETSS SEIT Other: _____

Child lives with: Mother ___ Father ___ Both ___ Other _____

Title: (Ms., Mrs., Dr., etc.) _____ Social Security #: _____

Mother's Full Name _____ Living _____ Deceased _____

Home/Primary Phone Number: _____ Primary Email Address: _____

Mailing Address: _____ Apt # _____ Zip Code _____

Religion: _____ Mother's Place of Birth _____

Employer: _____ Work Address: _____

Occupation: _____

Mother's Telephone: Home: _____ Cell: _____ Work: _____

Title: (Mr., Dr., etc.) _____ Social Security #: _____

Father's Full Name _____ Living _____ Deceased _____

Home/Primary Phone Number: _____ Primary Email Address: _____

Mailing Address: _____ Apt # _____ Zip Code _____

Religion: _____ Father's Place of Birth _____

Employer: _____ Work Address: _____

Occupation: _____

Father's Telephone: Home: _____ Cell: _____ Work: _____

Siblings:

Name: _____ D.O.B. _____ School: _____

Name: _____ D.O.B. _____ School: _____

Name: _____ D.O.B. _____ School: _____

Students in Grades K to 2 may be eligible for transportation on the NYC yellow school bus if they live a half-mile or more from school. Students in Grades 3 to 6 may be eligible for transportation on the NYC yellow school bus if they live a mile or more from school. Metro Cards may be requested for student use only.

The NYC OPT determines student eligibility and establishes the locations of the school bus stops and time of pick up/drop off. St. Mark, its Administration or Staff, do not make decisions regarding busing and MetroCards.

Transportation: Yellow Bus (Intersection Closest to Home): _____

MetroCard: Yes _____ No _____

Public School District/Zoned School: _____

Office Use Only

Check Number and Amt: _____ Date of Registration: _____

In Parish _____ Birth Certificate _____ Baptism _____ Immun _____ IPV _____ NPSIS _____

Finance Office Mtg Date & Signature: _____

**SAINT MARK CATHOLIC ACADEMY
TUITION AGREEMENT 2020-2021**

FAMILY NAME

Address

Phone Number

Child(ren) Name and Grade

TUITION

CATHOLIC

Nursery & Kindergarten through Grade 8

1 child: \$492 per month for 10 months
2 or more children: \$770 per month for 10 months

NON-CATHOLIC

Nursery & Kindergarten through Grade 8

1 child: \$559 per month for 10 months
2 or more children: \$910 per month for 10 months

The 10 monthly tuition payments are made from August through May.

SCHOOL FEES

Registration Fee: \$150 per family (except Pre-K for All) [Due upon registration.]
Books and Testing Fee: \$175 per student (except Pre-K for All and Nursery) [Due in July.]
Technology Fee: \$235 per student (except Pre-K for All) [Due in July.]

PAYMENT PLANS

The most common plan is the monthly payment schedule. A vast majority of our parents pay monthly. There is a quarterly payment plan available as well. **A discount of 5% will be given if tuition is paid in full before the first day of school.**

FINANCE CHARGES

A rate of \$45 late fee will be assessed for any payment received after the established due date (either the 3rd or the 20th of the month, according to the agreed upon payment schedule). There is one "late fee waiver" available to each account during the entire year.

FINANCIAL AID

Financial assistance is available for families who qualify based upon annual income. An award amount is applied across the ten tuition payment months. In general, the August tuition statement reflects the award amount. Contact the Business Office at (718) 332-9304 ext. 2 with any question concerning the possibility of financial aid.

OVER→

TUITION TERMS AND CONDITIONS

PAYMENT OF TUITION

1. Tuition for the 2020-2021 School Year shall be paid in full by the due date according to the SMART Tuition Plan.
2. A scheduled monthly/quarterly tuition payment that is posted after the due date shall be assessed a \$45 late fee. Each family shall have one waiver of late fee payment per year. This waiver is applied by the Business Office.
3. In the event that a scheduled payment is greater than forty-five (45) days overdue, the Academy may impose any or all of the following measures, solely at the Academy's discretion, unless special payment arrangements have been made in writing and signed by the Academy Administration. These measures would include the following:
 - Withhold academic records
 - Disallow a student participation in all Academy activities
 - Withdraw a student from class participation
 - Withdrawal of the student from the Academy
 - Use a collection agency for the unpaid balance
4. Any student with an unpaid tuition balance at the end of the school year cannot register for the next school year, unless special arrangements have been made in writing with the Academy Principal or Administration.
5. School records, diplomas, or transcripts will not be released until all tuition and Academy charges have been paid in full.

REFUNDS

1. Once the 2020-2021 School Year begins, tuition refunds are made on a monthly basis. Should a student attend any three days in a month, the full tuition amount for the month is owed, and no portion of that monthly tuition will be refunded.
2. If a student is asked to leave or withdraw from School during the school year, here again if the student is in attendance for three or more days in that month, the full monthly tuition is due.

GENERAL TERMS AND CONDITIONS

1. The terms and conditions of the Academy's enrollment attendance policies, and all other policies which may be provided to the student are hereby incorporated into this agreement.
2. It is further understood that the student and the student's parent/guardian will abide by the policies and guidelines as documented in the Academy's Handbook.
3. Returned Checks: If a check is returned for insufficient funds, the Principal and the Administration may require further payments in cash, certified check or through SMART Tuition. The resulting bank fee is the responsibility of the tuition account holder.

Parent/Guardian Signature

Date

PRINT Name of Parent/Guardian Signature

Email Address of Person Responsible for Payment

Social Security Number of Person Responsible for Payment

Phone Number of Person Responsible for Payment

SAINT MARK CATHOLIC ACADEMY FUNDRAISING AND SERVICE HOURS COMMITMENT CONTRACT

FAMILY NAME

Address

Phone Number

Child(ren) Name and Grade

Mandatory Fundraising Obligations and Service Hours must be met by each family for the 2020-2021 school year at Saint Mark Catholic Academy.

FUNDRAISING COMMITMENT

Option 1: \$300 per family per year; payable in July 2020 (except Pre-K for All)

Option 2: \$30 per family per month for 10 months (except Pre-K for All)

A portion of the Fundraising Commitment includes the cost of:

Candy Sale in September

Each family will receive one box of candy in the Fall. This box has been paid for by your Fundraising Fee. If families sell that box of candy, that money is theirs.

Raffle Books in January

Each family will receive raffle books in the winter. If you sell these raffles, that money is yours. You may also choose to keep the raffles and enter the drawing yourselves for a chance to win \$1,000. (Drawing held at the Card Party in early spring.)

Bowl-A-Thon in February

The children may ask for sponsorship from friends and family.

Expected revenue from these fundraisers is included in determining tuition fees for the school year. If you do not participate in the Mandatory Fundraising Obligations, it will become necessary for you to incur an additional fee on your tuition.

SERVICE HOURS COMMITMENT

Each family is responsible for **40 hours of service** to Saint Mark Catholic Academy over the course of the school year. Twenty hours should be completed by mid-December. The remaining hours to be finished by the end of May. This can include helping out at events during the school year, helping out during the school day, and purchasing supplies for fundraising events. Please look in your Wednesday folder each week for service opportunities or contact the school office (718) 332-9304

- Any remaining service hours not completed will be billed at \$4 per hour.
- Parents can choose to opt out of this obligation at a cost of \$200 (\$5 per hour).

I understand the Mandatory Fundraising Obligations and Service Hours Commitment.

I have chosen Fundraising Commitment: **Option 1:** \$300 per family per year; payable in July 2020 (except Pre-K for All)

Option 2: \$30 per family per month for 10 months (except Pre-K for All)

Parent Signature _____ Date _____



St. Mark Catholic Academy 2020-2021

Tuition Assistance Available

Financial aid is available for eligible students in grade K-8, who attend a Brooklyn or Queens Catholic School or Academy.

*Families must meet financial eligibility requirements and be registered/enrolled for 2020-21 to be considered.
No consideration will be given for a family who has not completed the enrollment process.*

Only completed financial aid applications will be considered.

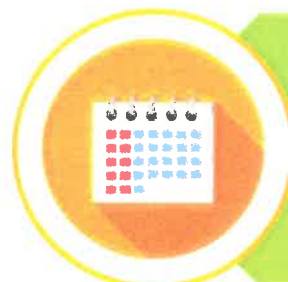
TO APPLY



Starting **Monday, January 13, 2020** contact our Tuition and Grants Director- [Mr. William Bunch](#) -718-332-9304 EXT 2

St. Mark Catholic Academy - 2602 East 19th Street, Brooklyn, NY 11235 and **APPLY**.

SCHOLARSHIP DEADLINE



March 20, 2020: Families who received an award last academic year

April 23, 2020: New Families

SUPPORT & HELP



FACTS has been selected by Futures in Education to conduct fair and confidential financial need assessments for families that may need assistance paying tuition.

- Applicant Support: @ St. Mark - Mr. William Bunch -Phone:718-332-9304 EXT 2
- Monday - Friday 7:30am- 3:30 pm
- Email at wbunch@smsonthebay.com

FOR MORE INFORMATION



Please visit us at smcaonthebay.org
or visit us at 2602 East 19th Street,
Brooklyn, NY, 11235

*Note: There is a non-refundable \$35 application processing fee payable by credit card.
Applications are available online in English and Spanish.*



Futures in Education
HELPING CHILDREN REALIZE THEIR DREAMS



Children's Scholarship Fund