

Mother of Divine Providence Parish
333 Allendale Road
King of Prussia, PA 19406

March 2011

Dear MDP School Families,

We appreciate your cooperation in the timely fulfillment of your financial obligations with regards to your child(ren)'s attendance at Mother of Divine Providence School. Listed below is a summary of information regarding the collection of tuition for the 2011-2012 academic year:

- All tuition payments are collected by the Business Manager in the Parish Offices.
- **Payment in full.** If you are financially able to pay your family tuition in full, please do so. You will receive a \$40.00 discount per family. Full tuition payments and all annual fees must be paid no later than August 26, 2011. If you anticipate paying your tuition in full, please complete the form at the bottom of page two and return it with your re-registration form, or contact me by April 30, 2010 at mhouston@mdpparish.com.
- **Monthly payments.** If you are unable to pay your tuition in full, as a courtesy to our families, we provide an option of paying over a ten month period. Monthly tuition payments are due on the **first** of each month, beginning July 2011 and continuing monthly through April 2012.
- **ACH debits.** We highly recommend that you use the ACH debit method for your monthly tuition payments. A form is attached authorizing us to deduct your monthly amount from your checking or savings account. The monthly withdrawal will be made on the **15th** of each month: you gain additional time in paying your tuition each month! If you are currently paying your tuition via the ACH method, you **do not** need to complete a new form. If you would like to use the ACH method for the new school year, please complete and return the ACH form to me no later than June 1, 2011.
- A statement of your tuition account, including all fees, will be prepared and sent to you in early June, via email. If you selected payment in full, your discount will be applied as well as all applicable fees. The total balance on this statement will be your full payment amount. For those paying on a monthly basis, this first statement will be your July bill and will include the annual HASA fee of \$50 per family (\$30 per family if your child/children are in half-day programs.) For families with children in the Early Childhood Program, the August statement will include the annual activity fee of \$50 for each child. For families with a child in Grade 8, the graduation fee of \$100 per child will be included in the August statement. Thereafter, you will receive an email statement on or about the 20th of each month indicating the payment due for the next month. Please be sure to advise us of any changes to your email address.

Timely payment of tuition is critical for the efficient operation of the school. Salaries are paid bi-weekly, twelve months of the year; books and other supplies need to be purchased and on-site prior to the first day of school; utilities are paid monthly, even when school is not in session; and maintenance continues year round. We appreciate the cooperation of all families in paying their tuition on time.

Parish families with children in Grades 1 to 8 are required to contribute a minimum of \$12.00 per week in the Sunday collection, year-round. Monitoring of this requirement begins on

June 5, 2011 and continues through the last Sunday in May 2012. You may pay your Sunday contributions weekly or monthly. For monthly payments we recommend that you use the ACH debit method of payment. A separate ACH debit form for the Sunday contribution is found on the reverse side of the School Tuition ACH debit form mentioned above. You do not need to submit another void check for this form. As a courtesy, statements will be e-mailed to any families in arrears with their Sunday obligation two weeks prior to the start of school and again prior to the distribution of report cards. Please remember that your Sunday contributions support the expenses of the Parish. Approximately 35% of the school's expenses are subsidized by Church income. As members of Mother of Divine Providence Parish, all registered families are expected to support the parish by contributing in the Sunday collections.

The long-standing school policy regarding tuition arrears will be strictly enforced during the school year. A family who is in arrears in tuition or Sunday contributions will not receive their back-to-school packet in late August. In addition, a family with arrears will not receive their child's report card until the tuition payments are current. Continued arrears will result in a child not being able to participate in class field trips or year-end activities such as Field Day and Graduation ceremonies. If there is a financial issue affecting the timely payment of your tuition, please contact me. **We will confidentially work with you.**

If you are experiencing, or experienced financial difficulties during the 2010 calendar year, we highly recommend that you review the EITC Income Guidelines, and apply for Student Aid for the 2011-2012 school year. Please note that qualification is based on your completed 2010 tax return and not on your present year's income. More detailed information on this need-based scholarship program (available for PreKindergarten through Grade 12 students), as well as the required aid application, can be found on the BLOCS website, www.blocs.org. The completed forms must be postmarked no later than April 15, 2011, so please don't delay in reviewing this information.

If you should have any questions or concerns, please feel free to contact me at the Parish Offices, 610-265-4178, or by email at mhouston@mdpparish.com.

Sincerely yours,

Marianne Houston
Business Manager

.....
Family Name: (please print) _____ email: _____

I intend to pay the 2011-2012 school year tuition in full for my child/ren:

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Parent Signature

Date