

2023-24 ANNUAL TERMS

NOTRE DAME PREPARATORY SCHOOL AND MARIST ACADEMY

Returning students whose parents/guardians have signed the Continuous Enrollment Agreement will be considered re-enrolled for 2023-24 following submission of the non-refundable enrollment fee, which will be billed on or about January 20.

Parents/guardians of new students will be able to sign the Continuous Enrollment Agreement to officially enroll for the 2023-24 school year on (and after) January 27. Enrollment by February 10 guarantees a seat at NDPMA. Enrollment at any time requires the following:

- Continuous Enrollment Agreement
- Enrollment fee and tuition payments to date*

**Unless approved otherwise in writing by the Office of Enrollment Management, student enrollment requires payment to date. For example, a parent/guardian newly enrolling a student in early June will be expected to pay the enrollment fee, plus the March, April, May and June tuition payments. Please refer to the tuition calendar and materials fees delineated below to determine expected payment at the time of enrollment.*

TUITION

The signed Continuous Enrollment Agreement constitutes a promise to pay the entire annual tuition amount in addition to all fees and other expenses and charges—even if the student does not complete the school year—except as stated on pages 2 and 3 of this document under TUITION ASSURANCE and REFUND POLICIES.

Tuition is billed on a 12-month calendar. Statement notices will be e-mailed monthly from MyNotreDame, with payments due the first of each month. In lieu of the 12-month calendar, families choosing to pay the total tuition by February 10, receive a 1% discount in the payment. Unless paid in full at the time of enrollment, tuition for the 2023-24 school year will be billed as follows:

<u>PREPARATORY SCHOOL</u>	<u>1st Student[^]</u>	<u>2nd Student[^]</u>	<u>3rd Student[^]</u>	<u>Fourth Student^{^+}</u>
Non-Refundable Enrollment Fee	\$1,650	\$1,650	\$1,650	\$0
10 monthly installments (March-December 2023)	\$1,650	\$1,650	\$1,650	\$0
Multiple-Child Credit (July 2023)		-\$990	-\$1,980	
Final monthly installment (January 2024)	\$1,650	\$1,650	\$1,650	\$0
2023-24 Total Tuition	\$19,800	\$18,810	\$17,820	\$0

<u>MIDDLE SCHOOL</u>	<u>1st Student[^]</u>	<u>2nd Student[^]</u>	<u>3rd Student[^]</u>	<u>Fourth Student^{^+}</u>
Non-Refundable Enrollment Fee	\$1,475	\$1,475	\$1,475	\$0
10 monthly installments (March-December 2023)	\$1,475	\$1,475	\$1,475	\$0
Multiple-Child Credit (July 2023)		-\$885	-\$1,770	
Final monthly installment (January 2024)	\$1,475	\$1,475	\$1,475	\$0
2023-24 Total Tuition	\$17,700	\$16,815	\$15,930	\$0

<u>LOWER SCHOOL</u>	<u>1st Student[^]</u>	<u>2nd Student[^]</u>	<u>3rd Student[^]</u>	<u>Fourth Student^{^+}</u>
Non-Refundable Enrollment Fee	\$1,150	\$1,150	\$1,150	\$0
10 monthly installments (March-December 2023)	\$1,150	\$1,150	\$1,150	\$0
Multiple-Child Credit (July 2023)		-\$690	-\$1,380	
Final monthly installment (January 2024)	\$1,150	\$1,150	\$1,150	\$0
2023-24 Total Tuition	\$13,800	\$13,110	\$12,420	\$0

[^]The “first student” rate is assigned to the student enrolled in the highest grade at NDPMA. Date and order of enrollment does not affect the multiple-child discounts.

⁺No tuition is charged to the fourth student (or additional) from the same family, as defined by NDPMA.

MATERIALS FEES

All NDPMA students receive a computer device to enhance their education. In addition to devices, students will continue to receive myriad types of materials to augment their academic and faith experience at our school. The device and academic fees detailed below will be due July 1. They are non-refundable, and are subject to the terms and conditions of the Continuous Enrollment Agreement.

<u>School</u>	<u>Grade in 23-24</u>	<u>Device Fee</u>	<u>Academic Fee</u>
Preparatory School	12	\$350-\$500	\$1,035
Preparatory School	9, 10, 11	\$350-\$500	\$690
Middle School	6, 7, 8	\$350-\$500	\$685
Lower School	PK, K, 1, 2, 3, 4, 5	\$225-\$300	\$615

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Important Notes on Devices and Fees

- The Device Fee covers the costs associated with the hardware and accessories of the computer, i.e. computer, charger, keyboard, case and warranty.
- Notre Dame Preparatory School (NDP), Middle School (NDMS), and Lower School (NDLS) students may keep their devices over the summer, provided they are enrolled and their accounts are up-to-date.
- NDP and NDMS students and parents/guardians must electronically sign a device agreement contract covering lease terms. At the end of their lease, parents/guardians of NDP and NDMS students may purchase their devices from the school as explained in their device agreement. Devices for NDLS students are rented—not leased—from the school on a yearly basis, and do not require a parent/guardian to sign a contract prior to issuance.
 - New NDP and NDMS students will receive their device at a “Tech Boot Camp.” Students must register for and attend a session that will be conducted two weeks prior to the start of school.
 - A parent/guardian of a new NDP or NDMS student must register for and attend an online or in-person “Parent Informational Session” three weeks prior to the start of school to learn about the device program.
 - New NDLS students will receive their device within the first two weeks of school. Students will be trained on how to use their devices during the school day in their Technology class.
- Though NDPMA cannot guarantee that a new student will receive a new device, all devices are tested and functional prior to deployment. All warranty claims, repairs and support are managed by Notre Dame Technology Services. Damaged devices are subject to the terms and conditions of the applicable device agreements.
- The Academic Fee covers the costs associated with all instructional materials, such as textbooks, workbooks, online resources, and software applications, as well as the costs for campus ministry initiatives, including class retreats. Also, the Academic Fee for seniors includes costs for graduation expenses and a 2023-24 yearbook, which will be mailed to students in fall 2024. Instructional materials for students at all three schools will be distributed on the first day of class by instructors.
- Rented materials will be collected at the completion of a course. Student workbooks and novels will become the property of the student.

ADDITIONAL FEES

Any extra charges related to involvement in athletics, Parents Club, Booster Club, etc., will be posted to student accounts and added to the monthly bill. Other optional fees also will be added to the monthly bill. These may include, but are not necessarily limited to: Yearbook* (NDP & MS); Parking Pass (NDP); AP/IB Testing (NDP); Field Trips (NDP, MS, LS); Extended Care (LS).

**Middle School yearbooks are distributed in June. NDP yearbooks are distributed the following fall.*

TUITION ASSURANCE

Families are invited to purchase Tuition Assurance as set forth in this document. In the event that a parent withdraws a student or a student is involuntarily dismissed by NDPMA, Tuition Assurance guarantees a refund of tuition paid for the student for the school year for which he/she was withdrawn or dismissed, prorated based upon the number of school days he/she was enrolled. Tuition Assurance does not provide for a refund of any fees, expenses or other charges, including but not limited to the non-refundable enrollment fee. Tuition Assurance must be purchased and paid in full with the non-refundable enrollment fee each year, and remains valid only for accounts kept up-to-date. Families with multiple students may opt to assure as many children as they wish. Assurance rates for 2023-24 by division are as follows:

Preparatory: \$910.00 **Middle:** \$815.00 **Lower:** \$635.00

To purchase Assurance, please e-mail billing@ndpma.org.

TUITION ASSISTANCE

If you have not already submitted a financial aid application but would like to be considered for 2023-24, you can find information, timeline and the FAST online application at <https://www.ndpma.org/admissions/tuition-and-financial-aid>.

ADDITIONAL OBLIGATIONS

- Each family is required to complete an equivalent of 10 hours of service for the NDPMA Parents Club during the 2023-24 school year. Families may opt out of the hours by June 15, 2023, at the rate of \$70 per hour. After June 15, parents failing to register for service hours will be billed at a rate of \$85 per hour. Parents who are registered to serve but do not fulfill their obligation will be billed at a rate of \$100 per hour missed.
- Each family is required to sell or purchase a minimum of 55 Super Raffle tickets (\$10 each, \$550 total). Raffle ticket stubs and money must be turned in by September 1, 2023. The value of all unsold tickets will be charged to the student account. Families enrolling after the completion of the raffle will be charged a prorated fundraising fee.

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ADDITIONAL OBLIGATIONS (cont.)

- Each family with a student who plays sports for NDPMA is a member of the Athletic Booster Club and is required to work three Booster Club events per student, per season. Families may opt out of events by notifying boosters at the beginning of the season. Parent accounts will be charged at the rate of \$100 per event, per student, per season. Families who fail to sign up for events on time also will be billed at a rate of \$100 per event. Families who are registered to work but do not fulfill their obligation will be billed at a rate of \$125 per event missed.

PAYMENT POLICIES

- NDPMA maintains separate accounts for each student. NDPMA does not maintain separate student accounts for parents living separately.
- Tuition payments are due on the 1st of each month and are considered late after the 10th. Account balances not paid in full by the 10th of each month automatically will be assessed a \$50 late fee.
- Families are obligated to make monthly tuition payments according to the NDPMA tuition schedule. Families also are responsible for all fees—required and additional—and agree to pay unconditionally when billed by NDPMA for any other expenses or charges incurred on behalf of the student in connection with the NDPMA program. New enrollments submitted after the initial enrollment period must include up-to-date tuition and fees.
- Tuition and all other account balances must be up-to-date by August 1 in order for the student to attend orientations, classes, or school-sanctioned activities.
- For delinquent accounts (more than one month past due), NDPMA reserves the right to hold students from class, as well as deny access to records, grades, transcripts, and extracurricular activities.
- Any alternate payment schedule must be approved in writing by the Enrollment Management and Business offices.

METHOD OF PAYMENT

NDPMA recommends that families pay from within MyNotreDame. The initial payment for a newly enrolling student must be made online, and instructions for the remaining payments will be sent after enrollment. Returning families also will receive payment instructions. All returned payments will result in a \$50 service charge, as well as a late payment fee (if applicable).

REFUND POLICIES

With the exception of Tuition Assurance and Financial Aid applicants, all refunds of tuition payments are subject to the following terms:

Before April 1st: 100% credit of March installment

After April 1st: 75% credit of March and April installments

After May 1st: 50% credit of March, April, May installments

After June 1st: 25% credit of March, April, May, June installments

Note: NDPMA does not refund tuition after July 1. Fees, expenses and other charges are not refundable.

Note: Expulsion from NDPMA results in a refund of tuition prorated based on days enrolled.

Note: Tuition refunds for financial aid applicants are subject to the school's financial aid policies.

Note: If a family chooses to withdraw a student from the school, and if within one year the family returns to NDPMA, any non-refunded tuition payments will be credited to the student's account.

IMPORTANT!

NDPMA is a not-for-profit organization that charges tuition for a full-year period. As long as a student is attending NDPMA, his/her parent/guardian is obligated to make tuition payments according to the payment schedule without exception. Once a Continuous Enrollment Agreement has been signed by a parent/guardian, the parent/guardian is responsible for making scheduled tuition payments, together with paying all fees, expenses and other charges when due, even if he/she anticipates withdrawing a student prior to the Agreement being fulfilled. NDPMA reserves the right to withhold a student's records for breach of the Agreement. To avoid these issues, NDPMA strongly encourages every parent/guardian to purchase Tuition Assurance (see above) if there is any possibility, whether great or small, of a future withdrawal. All information presented in this publication is qualified by reference to the Agreement, which shall govern in the event of any inconsistency with the information contained herein.

- NDPMA -

Revised: 1/13/23