

Dear Parents/Guardians:

The Saint Matthew the Apostle Catholic School 2022-2023 Tuition Agreement is attached.

Please note: There are two different tuition agreements: PreK and K-8. If you have children in both, please fill out both agreements. You do NOT need to put the PreK child on the K-8 tuition agreement. Otherwise, please fill out the applicable agreement.

**Please download the document to your computer. This will enable you to type on the form, making it easier for us to read it. Please return (scan and email to [mlantz@cddeducation.org](mailto:mlantz@cddeducation.org), fax to 614.471.1673, drop off in parish mailbox, or mail to 795 Havens Corners Road Gahanna, Ohio 43230 by April 29, 2022.**

In addition to the Tuition Agreement in this packet please find:

- Fr. Sill's Tuition Grant Letter
- letter from John Rathburn, Principal
- 2022-2023 School Planning Calendar **(the school calendar on the website will always have the most up-to-date information)**

#### **Tuition Agreement**

- **Part I:** General Family Information: Please complete in its **entirety**, including which school your child would attend if they were at a public school.
- **Part II:** Tuition Rates
- **Part III:** Tuition Deposit: \$50 per student/\$100 per family.  
**Current families: the deposit will be invoiced in FACTS upon receiving the agreement back**  
New families: please send a check to 795 Havens Corners Road Gahanna, Ohio 43230  
Deposit amount is deducted from total tuition due.
- **Part IV:** Saint Matthew the Apostle Catholic Parish Tuition Grant  
**Only needs to be filled out by St. Matthew parishioners that are applying for the Parish Tuition Grant.** BOTH parents/guardians must sign the Tuition Grant application/ agreement.
- **Part V:** Tuition Payment Contract  
Select tuition payment option: one, two, four, or ten month plan.  
Payments are due August 15<sup>th</sup> -May 15<sup>th</sup>  
BOTH parents/guardians sign and date the bottom of Part V

**If you are new to the school, please create a FACTS account and payment plan (link at the bottom of the school homepage) for 2022-2023 school year by April 29th. Existing families don't need to do anything in FACTS. We will invoice you for the deposit; and your payment plan, banking/credit card information from last year will stay the same.**

Parishes assume a large part of the cost of operating the school. Your financial support of St. Matthew the Apostle Catholic Parish and Church of the Resurrection is essential. Families who are not parish members, have no record of regular contributions, or have no record of ministry involvement, or do not attend Mass regularly will not receive the parish grant and will be responsible for the non-parishioner tuition rate.

Please remember all 2021-2022 tuition, library fees, school cafeteria negative balances must all be paid in full by June 8<sup>th</sup>. If you have any questions or concerns, please contact the school office. Our office will close for the summer on June 17<sup>th</sup> and will reopen again on August 11<sup>th</sup>.



807 Havens Corners Road  
Gahanna, OH 43230  
(614) 471-0212 | stmatthew.net

Dear Parents/Guardians of St. Matthew the Apostle Catholic School Children,

Catholic education is a great gift, and in order to provide that gift to as many families as possible, St. Matthew the Apostle Catholic Parish offers a tuition grant to support active, practicing parishioners of St. Matthew. I want to help each of you understand the tuition grant, which is provided by God's grace and the generosity of St. Matthew parishioners.

Through the tuition grant, the parish offsets a portion of tuition costs as an investment in families committed to raising children who live their faith fully and authentically and who are helping our parish mission to worship, serve, and evangelize. Grants are made possible through offertory Mass donations from parishioners, ongoing fundraising, and development efforts. The cost to our parish of educating a St. Matthew the Apostle Catholic School student next school year will be \$6,750 (\$6,850 for PreK). Eligible families would pay \$4,495 (\$4700 for PreK) for their first child, receiving a tuition grant of \$2,255 (\$2,150 for PreK).

When discerning which families will receive the tuition grant, we look for families who are active, practicing Catholics. Living this mission to worship, serve, and evangelize involves worshiping at Mass on every Sunday and Holy Day of Obligation; registering at St. Matthew Parish; engaging in personal and family prayer; listening to, reflecting on, and living the Gospel; contributing financially to the parish offertory collection; and participating in parish and school activities and ministries. Families who are not active, practicing Catholics as outlined above should expect to pay full tuition.

We have additional information and FAQs on our website: <https://stmatthew.net/tuition-support>. Please do not hesitate to contact me or one of my staff if you have additional questions or if you have financial or special difficulties that prevent you from being actively involved in the parish. I can be reached at 614-471-0212.

If you need tuition assistance beyond the grants, please reach out to the Principal to explore the many options.

Sincerely in Christ,

A handwritten signature in black ink, appearing to read "Fr. Theodore K. Sill".

Fr. Theodore K. Sill, Pastor

**WORSHIP + SERVE + EVANGELIZE**



Dear Parents/Guardians,

Welcome back to our returning families and our new families; it is great to have you as part of our Saint Matthew school community. We are looking forward to an exciting school year, returning to "normal," and growing our Catholic Faith together.

Saint Matthew is an extraordinary place. It is unique because:

- We focus on growing the Catholic Faith in each child.
- We meet each child where they are and grow them spiritually, academically, and emotionally.
- We have programming and staff dedicated to helping students that need extra assistance.
- We are adding two part-time positions for enrichment opportunities for students in the lower hall and the upper hall with ELA, and we will continue Math E and offer enrichment for students in Math.
- We have teachers that go the extra mile every day for children.
- Our Teacher Assistants and our new Intervention Assistants help every child in the classroom grow.
- We have Reading Specialists who work with students in accelerated situations and those who need assistance.
- We attend mass weekly, pray before each class, and start our day with school prayer.

God blesses Saint Matthew the Apostle School each day, He has given us a true gift, and we want to share it with every family.

Although this year presented many challenges for our teachers due to covid, they persevered and were remarkable in delivering a rigorous curriculum while showing love, concern, and commitment for each child and family. The teachers, teachers' assistants, tutors, specialists, counselors, and the entire staff are incredible, and they are here to help in any way possible.

I can honestly say that this is by far the best group of educators I have ever worked with in any school.

I want to make you aware that my door is always open. Please feel comfortable stopping by, calling, or emailing if you have questions or want to talk. My door will always be available to your children. Each child must have a voice and have the opportunity to express themselves. The best part of my day is spending time with students, stopping in classrooms, or speaking with them in my office.

Your Children are a blessing to our school. We understand how important your child is, and we will do everything possible to give each family's child our very best every day. Your children are a true example of God's beautiful work each day.

I look forward to seeing you next school year. May God Bless you and your family.

Sincerely,

A handwritten signature in black ink, appearing to read "John R. Rathburn". The signature is fluid and cursive, with a long horizontal stroke at the end.

John R. Rathburn  
Principal  
Saint Matthew the Apostle Catholic School

# Saint Matthew the Apostle Catholic School

## 2022-2023 School Calendar

August '22						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '22						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '22						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '22						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '23						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '23						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '23						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '23						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July '23						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

First and Last Day of School

Kindergarten Screening

Phase In Days

No School Staff & Students

Staff Retreat

End of Quarter

Staff PD Day: No School for Students

2 Hr Delay: Staff PD (CARE available)

Parent Teacher Conferences

Graduation

# ST. MATTHEW THE APOSTLE CATHOLIC SCHOOL

## K-8 TUITION AGREEMENT 2022-2023

FAMILY LAST NAME: \_\_\_\_\_

PRIMARY MAILING ADDRESS: \_\_\_\_\_

PRIMARY CITY, STATE, ZIP: \_\_\_\_\_

PRIMARY PHONE #: \_\_\_\_\_ DAD'S CELL #: \_\_\_\_\_ MOM'S CELL #: \_\_\_\_\_

DAD'S E-MAIL ADDRESS: \_\_\_\_\_ MOM'S E-MAIL ADDRESS: \_\_\_\_\_

### PARISH AFFILIATION (must select one)

☐ ST MATTHEW ☐ OTHER CATHOLIC PARISH (Please list Parish Name \_\_\_\_\_)  
☐ RESURRECTION IF "OTHER CATHOLIC PARISH" IS SELECTED, WILL THAT PARISH BE SUBSIDIZING ? **Y/N** (circle one)  
☐ NON-CATHOLIC

### SCHOOL DISTRICT (must select one)

☐ GAHANNA JEFFERSON ☐ WESTERVILLE ☐ PLAIN LOCAL (NEW ALBANY) ☐ COLUMBUS PUBLIC  
☐ BIG WALNUT ☐ JOHNSTOWN ☐ SOUTHWEST LICKING ☐ WHITEHALL  
☐ NORTHRIDGE ☐ REYNOLDSBURG ☐ LICKINGHEIGHTS ☐ Other

NAME THE SCHOOL YOUR STUDENT/STUDENTS WOULD ATTEND IF ENROLLED AT A PUBLIC SCHOOL (please list the school):

ELEMENTARY SCHOOL(if child/ren are K-5<sup>th</sup>): \_\_\_\_\_

MIDDLE SCHOOL(if child/ren 6<sup>th</sup>-8<sup>th</sup>): \_\_\_\_\_

### HOME STATUS (students live with)

☐ MOTHER & FATHER ☐ MOTHER ONLY ☐ FATHER ONLY  
☐ MOTHER & STEP-FATHER ☐ STEP-MOTHER & FATHER ☐ OTHER (please specify \_\_\_\_\_)

If divorced, please supply office with a copy of the custody papers.

FATHER'S NAME: \_\_\_\_\_  
(First) (Last)

FATHER'S ADDRESS: \_\_\_\_\_  
(If different from above)

FATHER'S PHONE: \_\_\_\_\_  
(If different from above)

FATHER'S WORK PHONE: \_\_\_\_\_

FATHER'S PLACE  
OF EMPLOYMENT: \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_  
(First) (Last)

MOTHER'S ADDRESS: \_\_\_\_\_  
(If different from above)

MOTHER'S PHONE: \_\_\_\_\_  
(If different from above)

MOTHER'S WORK PHONE: \_\_\_\_\_

MOTHER'S PLACE  
OF EMPLOYMENT: \_\_\_\_\_

**PLEASE LIST (YOUNGEST TO OLDEST) THE CHILDREN WHO WILL BE ATTENDING ST. MATTHEW THE APOSTLE CATHOLIC SCHOOL DURING THE 2022-2023 SCHOOL YEAR. ALSO SELECT WHO WILL BE RESPONSIBLE FOR BRINGING HOME ANY SCHOOL INFORMATION.**

FIRST NAME (Formal & Nickname)	LAST NAME	GRADE (2022 - 2023)	BIRTHDATE	SOC. SEC. # (If not previously provided)	Info send home with: (enter "y" for one child)
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

For Planning Purposes Only: If you have children (new to the school) you are planning to enroll 2023-2024, please list them below:

FIRST NAME	LAST NAME	BIRTHDATE	GRADE
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_____	_____	_____	_____
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This Agreement is by and between St. Matthew the Apostle Catholic School, Gahanna, Ohio and the parent(s)/guardian(s) of those children whose names and grades are listed on page 1 of this agreement for the school year 2022-2023.

**Part II:** The tuition schedule for the 2022-2023 is as follows:

Grades K-8<sup>th</sup> \$6,750.00

**Tuition Rates for Parishioners Receiving a Parish Grant**

<b>Grades K through 8</b>	<b>Tuition Per Child</b> (add \$100 to the dollar amount below if the child is a kindergartner)	<b>Tuition Per Family</b> (add \$100 to the dollar amount below for every kindergartner in family)	<b>Potential Grant from parish</b>
Child 1	\$4,495.00	\$4,495.00	\$2,255.00
Child 2	\$4,195.00	\$8,690.00	\$4,810.00
Child 3	\$3,225.00	\$11,915.00	\$8,335.00
Child 4	\$2,500.00	\$14,415.00	\$12,585.00

St. Matthew the Apostle Catholic School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its education programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

**Part III:**

**New families:** a tuition deposit of \$50 per student (capped at \$100 per family) will be required upon return of this contract. This deposit will reserve a place in the class and will be applied to the total amount owed for the 2022-2023 school year. **CONTRACTS ARE DUE IN THE SCHOOL OFFICE APRIL 29, 2022. Existing families will be invoiced for the 2022-2023 tuition deposit in FACTS.**

**Part IV: St. Matthew the Apostle Catholic Parish Tuition Grant Criteria**

1. Students are baptized.
2. Be registered with St. Matthew the Apostle Catholic Parish as members.
3. All family members participate in the life of worship at the parish by attending Sunday Mass each week, keeping holy the Lord's Day and attending Holy Days of Obligation.
4. All family members participate in the life of discipleship and service at the parish by being involved in at least one of the many non-school ministries, groups or events.
5. Support the parish's mission through financial donations in proportion to your blessings using Online Giving or parish offertory envelopes. In gratitude, we make a return to the Lord for all the good that He has done for us. We suggest a rate of 2.5% of the weekly family income.
6. Track all family members' time for both school and parish involvement using the TrackItForward Time Tracking System, link at bottom of school homepage.
7. Families new to St. Matthew the Apostle Catholic Parish and School will be considered eligible for the parish tuition grant when they have been registered and have met the above criteria, or when they have provided the parish office with a written statement from their previous pastor about their active engagement in worship, service and regular financial support at that parish.
8. Be in compliance with the Attendance/Absence Policy detailed in the Parent/Student Handbook.

**YOU MAY KEEP THIS PAGE FOR YOUR RECORDS**

**Application for the Saint Matthew Parish Grant**

By signing, I/we are applying for the St. Matthew the Apostle Catholic Parish Tuition Grant and understand the criteria for the grant. We understand that in order to be considered for the grant we must have (and continue to):

- worship at Mass every Sunday and Holy Days
- financially support the parish
- register at St. Matthew the Apostle Catholic Parish
- have an active personal and family prayer life
- listen to, reflect on, and live the Gospel
- participate in parish and school activities or ministries and track family members' time using TrackItForward

Note: School families who are registered at other parishes should verify requirements for support with their parishes.

_____	_____	_____
Date	Signature of Parent/Guardian	Print Name
_____	_____	_____
Date	Signature of Parent/Guardian	Print Name

**PART V:**

All new families must create an account in our tuition billing system FACTS by April 29th. A link is located at the bottom of our home page [www.cdsmatthew.org](http://www.cdsmatthew.org). Returning families do not need to create a new FACTS account. Last year's account will roll forward automatically (with the same payment schedule).

By my/our signature below, I/we agree to pay the total amount due under the tuition schedule in PART II according to the following:

1. \_\_\_\_\_ One payment of due on or before August 15, 2022.
2. \_\_\_\_\_ Two payments, the first of which is due on or before August 15, 2022 and with final payment due on or before December 15, 2022.
3. \_\_\_\_\_ Four payments, due on or before August 15, 2022, November 15, 2022, February 15, 2023 and May 15, 2023.
4. \_\_\_\_\_ Ten payments, due on August 15, 2022 and the **fifteenth** day of each month thereafter through May 15, 2023, inclusive, until the entire amount is paid in full.

Should a change in payment plans be needed or financial difficulty arise, please contact the pastor or principal. Failure to notify the pastor or the principal regarding seriously delinquent tuition may result in the dismissal of student(s) from St. Matthew the Apostle Catholic School.

_____	_____	_____
Date	Signature of Parent/Guardian	Print Name
_____	_____	_____
Date	Signature of Parent/Guardian	Print Name

**PLEASE RETURN THIS COMPLETED FORM TO THE OFFICE BY APRIL 29, 2022**  
**St. Matthew the Apostle Catholic School, 795 Havens Corners Road, Gahanna, Ohio 43230, 614-471-4930**