

Dear Parents/Guardians:

The Saint Matthew the Apostle Catholic School 2023-2024 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@cdeducation.org, fax to 614.471.1673, drop off in parish mailbox, or mail to 795 Havens Corners Road Gahanna, Ohio 43230 by April 28, 2023.

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

- Letter from Fr. Sill, Pastor
- Letter from John Rathburn, Principal
- Letter from Parish Finance Council member, Andy Motter
- 2023-2024 School Planning Calendar **(the school calendar on the website will always have the most up-to-date information)**
- 2023-2024 Dress Code

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: \$200 per family
Current families: the deposit will be invoiced in FACTS.
New families: please send a check to 795 Havens Corners Road Gahanna, Ohio 43230
Deposit amount is deducted from total tuition due for 2023-2024.
- **Part IV:** Saint Matthew the Apostle Catholic Parish Tuition Grant
Only needs to be filled out by St. Matthew parishioners who 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 15th -May 15th
BOTH parents/guardians sign and date the bottom of Part V

If you are new to the school, once we receive this tuition agreement back, we will enter you into FACTS. Once we have done that please go to the FACTS link at the bottom of the school homepage and “set up a payment plan” for the 2023-2024 school year by April 28th. 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 2022-2023 tuition, library fees, school cafeteria negative balances must all be paid in full by June 9th. If you have any questions or concerns, please contact the school office. Our office will close for the summer on June 16th and will reopen again on August 7th.



ST. MATTHEW
THE APOSTLE CATHOLIC PARISH

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 our active, practicing 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 \$6,995 (\$7,095 for PreK). Eligible families would pay \$4,695 (\$4900 for PreK) for their first child, receiving a tuition grant of \$2,300 (\$2,195 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 through on-line giving or parish envelopes; 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 Michelle Lantz to explore the options available to you.

Sincerely in Christ,

Fr. Theodore K. Sill, Pastor

WORSHIP + SERVE + EVANGELIZE



Dear Parents and Guardians,

April 2023

Welcome to the 2023-2024 school year. I am excited to welcome back returning families and ecstatic to greet all our new families. Saint Matthew offers an excellent Catholic environment with a rich academic tradition and family atmosphere. I hope to meet and talk with you all this school year.

I want to share the following focus areas for Saint Matthew the Apostle Catholic School.

- Our priority is to grow each child's faith life through everything we do and each class we teach. Ultimately, we want to help parents build Saints.
- We will work tirelessly to grow each child academically while meeting them where they are and building upon their unique gifts.
- We will offer intervention and enrichment to each child as needed.
- We will continue to focus on the emotional and social aspects of school and each child.
- Next year, our new religion curriculum will focus on the Theology of the Body in grades PK - 8. This will occur throughout the Diocese and offer numerous learning opportunities; we will teach this new curriculum with patience and love.
- This year, our "theme" focused on the virtues of Kindness, Compassion, and Love. We will continue with that focus and build upon it with additional virtues.

Saint Matthew is an incredible school. We are blessed to have teachers, teacher assistants, and staff that are selfless and faith-filled. We have individuals that go the extra mile every day.

We have parents that volunteer and share their time with the school community. Please stop by to see the administration or call us with questions. We are always open to you.

On a personal note, I feel blessed each day to greet our students, go into classrooms, and be a part of this wonderful school community. God has truly blessed me with this opportunity to be the Principal at Saint Matthew. With that said, please remember, I am here to serve, and I will always make myself available to you and your family.

May God Bless you and your family. Have a wonderful summer, and see you in August.

Sincerely,

John R. Rathburn

John R. Rathburn
Principal



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

St. Matthew Families:

Hopefully by now, you have heard about the Emmaus Road Scholarship Fund. If you have not, the state of Ohio has allowed the Diocese of Columbus to set up a Scholarship Granting Organization (SGO) whereby any Ohio taxpayer can donate to the SGO, designate a Catholic school to receive the scholarship money, and receive a dollar-for-dollar tax credit on their Ohio tax return to offset Ohio income tax. Presently, the tax credit is capped at \$750 per person, or \$1,500 for married filing jointly. The Diocese has named this the Emmaus Road Scholarship Fund.

For the first year this Scholarship Fund was in place (launched in late October of the 2022 tax year), the diocese as a whole has raised almost \$2 million and \$150,000 of that was specifically designated to St. Matthew. This is money that will be used toward tuition assistance for the 2023-2024 school year. This is incredible news for our Parish, our families, and most importantly our students.

The St. Matthew Parish Finance Council is working with the Diocese to strategize on how to advance the program in our Parish with the hope that the Scholarship Fund donations will grow, and the outcomes will benefit even more families in the coming years.

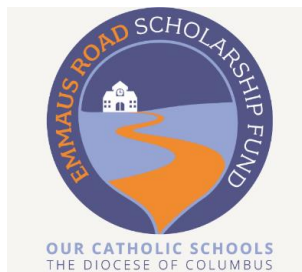
Best Regards

A handwritten signature in black ink that reads "Andy Motter".

Andy Motter
Parish Finance Council

Visit the Emmaus Road Scholarship Fund website or scan the QR code to learn more!

<https://emmausroadscholarship.org/>



WORSHIP + SERVE + EVANGELIZE

St. Matthew the Apostle Catholic School

2023 - 2024 School Calendar

August '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		

September '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

October '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				

November '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		

December '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						

January '24						
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 '24						
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		

March '24						
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 '24						
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 '24						
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 '24						
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 '24						
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

Phase In Days

No School Staff & Students

End of Quarter

Staff PD Day: No School for Students

2 Hour Delay: Staff PD (CARE is available)

Parent Teacher Conferences

Kindergarten Screening - No School PreK or Kindergarten

Staff Evangelization Retreat

Baccalaureate Mass & Graduation

DRESS CODE

The purpose of a dress code is to minimize influences that distract from the goals of the school and to forestall competition among the students. One of the fundamental reasons the dress code is in place is for the growth and reinforcement of personal discipline.

Catholic schools realize that the changing culture and the surroundings shape our students. The dress of our students should reflect the worth of and respect for each person in the light of the Catholic principles. Therefore, we expect each student to dress and groom him or herself in a manner that is modest, clean, and appropriate to a Catholic school learning environment. St. Matthew the Apostle Catholic School students are expected to adhere to the following dress code:

GENERAL EXPECTATIONS

Accessories: Religious necklaces appropriate for a Catholic school are permitted. Crosses no larger than 2" in length are permitted, as long as they are not a disruption/distraction to learning. No cords, ribbons, wires, strings, etc. are permitted. Only one necklace may be worn. One bracelet or wristband is permitted if it does not distract from the educational process. Rings are not permitted. Female students may wear one set earrings to school. Earrings should not extend below the ear lobe. No multiple sets of earrings are permitted. Male students may not wear earrings to school. No other body piercing is permitted. Watches are permitted if they do not distract from the educational process. Smart Watches are not permitted. Students will be asked to remove any jewelry or accessories that are offensive or distracting.

Hair: **Hairstyles and cuts are to be neat and clean starting on day one of school and remain this way throughout the entire school year.** Hair should not obstruct vision in any way. **Male students' hair must be off the ear, above the collar and above the eyebrows.** Male students are to be clean-shaven. **All hairstyles should be conservative with natural hair color: no extreme styles or colors and no bleached tips or highlighting.** Artificial hair and hair extensions are not permitted. Female students may wear hair accessories that complement the uniform. Accessories must be solid gray, maroon, black, white or school plaid. No embellishments are permitted. Hair accessories are not permitted for male students. *Final decisions regarding hair are left to the sole discretion of the administration.*

Perfume/Cologne & Make-up/Fingernail Polish: Perfume, cologne or body spray is not permitted to be worn. It is distracting in the classroom and some students may have allergies to fragrances. No makeup is permitted in PK-5. Female students in grades 6-8 may wear minimal makeup that is in good taste: no lipstick may be worn, but lip gloss is permitted in neutral shades, clear, or pale pink. **For all female students PK-8, nail polish must be clear or pastel in color. Neon shades, design decal style, and glitter is not permitted; artificial or French nails are not to be worn.**

Tattoos: Visible tattoos, *including ink and rub-on, temporary tattoos* are not permitted. No body art of any kind.

Hats, Outerwear: Hats and boots may be worn to school when necessitated by weather. Students must change into acceptable shoes upon arrival. Hats, coats, hooded sweatshirts and jackets (other than the St. Matthew Fleece Jacket) are not permitted to be worn in the building.

Sweaters or Vests: Hip length cardigan, pullover or sweater vests may be worn. No hoods. **Sweaters or vests must be solid gray, maroon, navy or white;** these can be from any store if consistent with the noted color and style. **Shirt collar must be visible.** Track jackets may only be worn with the gym uniform. Please see the Gym Uniform section for specifics.

Socks: No socks are permitted that call undue attention (for instance, a neon color). Small logos are permissible on athletic-style socks (for instance, a small brand insignia). School spirit socks may *only*

be worn with the gym uniform. Please see specific sections in the continued pages of the Dress Code for additional detail.

Fleece: The uniform fleece may be worn with the uniform.

Spirit Wear: Spirit wear that is sold through the Athletic Association or School Days is not approved as part of the school uniform. It can be worn on dress down/Spirit Days.

Undershirts: Only solid, plain white short sleeved or tank-style undershirts may be worn. Undergarments should be worn when appropriate and should not be visible at any time.

****No brand logo may be visible on shirts, undershirts, sweaters, vests, pants, shorts, or accessories**

Mass Attire (Weekly Attire vs. All School Mass Attire)

For regular, weekly Mass, students are permitted to wear the uniform they have for the school day be it the PE, Warm Weather, Dress uniform, etc. Track pants are to be worn over gym shorts if attending weekly Mass in the PE uniform and shirts must be tucked.

The Dress Uniform must be worn on all-school Mass days on: All-School Mass days are special feasts, Holy Days, etc. thus the dress uniform requirement. Additional all-school Mass days may be added and will be communicated. We will send an All - School Mass day schedule to all families as we get closer to the start of school.

DRESS CODE, STANDARD MALE DRESS UNIFORM

Slacks & Belts: Solid, navy uniform-style dress pants in twill or corduroy. Pants must be hemmed and not elastic at the ankle. Uniform slacks that are not purchased through School Days Uniforms must match the sample slack in both style and material (not dry fit). Cargo styles are not permitted. A belt is required with uniform pants. Belts must be leather or cloth, and visible at all times; belts may be black, brown or navy with a conservative buckle.

Shirts: Shirts can be short or long sleeved: polo-style (not dry fit) shirts can be solid white or solid maroon in color and may have the St. Matthew logo, and Solid white, tailored oxford-style dress shirts are also acceptable. Shirts may be short or long sleeved with a collar and may have the St. Matthew logo. Shirts must be buttoned up to the second button from the top and shall remain tucked in at all times.

Ties in Grade 8: Male students in grade eight may wear ties to school; ties are required for grade eight on Mass days, religious celebrations and special dress-up activities throughout the school year. Ties are to be worn with button down, oxford-style shirts. The knot of the tie must cover the top button of the shirt. All buttons on the shirt must be buttoned including the top button when wearing a tie. Only solid maroon ties or maroon & black striped ties purchased from the School Days Uniform store are permitted.

Socks: Solid gray, black, maroon, navy or dark colored must be worn. Socks must cover the ankle with the dress uniform.

Shoes: Solid colored black, navy, dark brown or tan dress shoes. Shoes must be leather, flat, oxford, or loafer styles. No athletic-style shoes, boots, slippers, moccasins, cloth tennis shoes, sandals, Vans, or Crocs. If shoes have laces, they must be tied and should match the predominant color of the shoe. Heels/soles of shoes may not be greater than 1".

DRESS CODE, STANDARD FEMALE DRESS UNIFORM

Jumpers: Jumpers must come with 2" of the knee cap. Females students in grades Kindergarten through five wear the School *plaid* jumpers. Female students in grades six through eight wear *solid maroon* jumpers.

Slacks & Belts: Solid, navy uniform-style dress pants in twill or corduroy. Pants must be hemmed. Uniform slacks that are not purchased through School Days Uniforms must match the sample slack in both style and material. Cargo styles are not permitted. A belt is required with uniform pants. Belts must be leather or cloth, and visible at all times; belts may be black, brown or navy with a conservative buckle.

Shirts: Polo-style shirts are permitted with the plaid jumper in grades K-5. Polo-style shirts are permitted with slacks and shorts (warm weather uniform). A Solid white, tailored, oxford style dress shirt can be worn with all jumpers but must be worn with the maroon jumper in grades 6-8. Shirts can be short or long sleeved: polo shirts can be solid white or solid maroon in color and may have the St. Matthew Logo, and Solid white, tailored oxford-style dress shirts are also acceptable. Shirts may be short or long sleeved with a collar (rounded or pointed) and may have the St. Matthew logo. Shirts must be buttoned up to the second button from the top and shall remain tucked in at all times.

Socks: With Jumpers, tights or **knee-high socks are to be worn and are only permitted in solid gray, maroon, navy or white.** No embellishments are permitted. Socks must be pulled up. With slacks, solid gray, maroon, black navy or *dark colored* must be worn and with slacks, socks must cover the ankle with the dress uniform.

Shoes: Solid colored black, navy, dark brown or tan dress shoes. Shoes must be leather, flat, oxford, or loafer styles. No athletic-style shoes, boots, slippers, moccasins, cloth tennis shoes, sandals, Vans or Crocs. If shoes have laces, they must be tied and should match the predominant color of the shoe. Heels/soles of shoes may not be greater than 1".

DRESS CODE, WARM WEATHER UNIFORM

The warm weather uniform is permitted from the first day of school through September 30th and again from May 1st to the close of the school year; *it is at the administration's discretion to consider weather conditions and extend the seasonal uniform dates accordingly. In this event, school communication will clearly outline the extension so that families may play accordingly.* Students have the option to wear the standard dress uniform or the warm weather uniform during the warm weather uniform time frame. The warm weather uniform may be worn to weekly Mass with shirts tucked; *however, the Dress Uniform must be worn on all-school Mass days.*

Shorts: Solid navy uniform-style, twill walking shorts. Short length must come within 2" of the middle of the knee cap. Shorts may not be beyond the middle of the knee cap. Shorts must be hemmed. Uniform shorts that are purchased through School Days Uniforms must match the sample short in both style and material. Cargo styles are not permitted.

Belts: A belt is required. Belts must be leather or cloth, and visible at all times; belts may be black, brown or navy with a conservative buckle.

Shirts: Polo-style shirts are permitted with the plaid jumper in grades K-5 if one chooses to wear the dress uniform. Polo-style shirts are permitted with uniform-style twill walking shorts. A Solid white, tailored, oxford style dress shirt can be worn with all jumpers but must be worn with the maroon jumper in grades 6-8. Shirts can be short or long sleeved: polo shirts can be solid white or solid maroon in color and may have the St. Matthew Logo, and Solid white, tailored oxford-style dress shirts are also acceptable. Shirts may be short or long sleeved with a collar (rounded or pointed) and may have the St. Matthew Logo. Shirts must be buttoned up to the second button from the top and shall remain tucked in at all times.

Socks: Solid black, gray, neutral, or white socks must be worn. Both ankle socks and no-show-style socks are permitted with the warm weather uniform. Socks should not call undue attention to oneself. Small brand insignias are permitted on athletic-style socks.

Shoes: Tennis or athletic shoes are permitted in the warm weather uniform. Shoes must be predominately white, solid black, solid gray or solid navy and may include understated accent colors; they should be understated and should not call undue attention to oneself. No high tops. No lights or rollers. If shoes have laces, they must be tied and should match the predominant color of the shoe or be solid black or solid white in color. Heels/soles of shoes may not be greater than 1". No sandals, flip flops, slippers, Crocs, Vans, Toms or moccasins. Sperry's or similar boat-shoe styles are acceptable.

DRESS CODE, GYM UNIFORM FOR PE DAYS

All Gym Uniform items must be purchased at School Days or the Used Uniform Sale (newer style). No brand logos may be visible with the exception of a small insignia on athletic-style socks. Students will wear the seasonal warm weather PE uniform or cold weather PE uniform (with track pants) that was purchased. The gym uniform may be worn to weekly Mass with track pants over the gym shorts and shirts tucked; however, the Dress Uniform must be worn on all-school Mass days. Additional all-school Mass days may be added and will be communicated.

Shorts: The length of gym shorts must be within 2" (above or below) the middle of the knee cap.

Pants: Solid gray or solid maroon sweatpants are permitted. Maroon track pants that coordinate with the track jacket are also permitted.

T-Shirts: T-Shirts must be solid gray with the Saint Matthew gym logo on the left chest. Shirts may be short or long sleeved.

Sweatshirts: Sweatshirts must be solid gray with the Saint Matthew gym logo on the left chest. Sweatshirts with an embroidered solid or plaid "M" logo are also acceptable.

Track Jackets: Track jackets (that coordinate with the track pants) may *only* be worn with the gym uniform.

Socks: Solid black, gray, navy, neutral, or white socks must be worn. Both ankle socks and no-show-style socks are permitted with the Gym Uniform. St. Matthew Spirit Socks sold by the Athletic Association are acceptable with the gym uniform only. No socks are permitted that call undue attention (for instance, a neon color). Small logos are permissible on athletic-style socks (for instance, a small brand insignia).

Shoes: Tennis or athletic shoes. Shoes must be predominately white, solid black, solid gray or solid navy and may include understated accent colors; they should be understated and should not call undue attention to oneself. No high tops. No lights or rollers. If shoes have laces, they must be tied and should match the predominant color of the shoe or be solid black or solid white in color. Heels/soles of shoes may not be greater than 1". No Toms, sandals, flip flops, slippers, Vans, Crocs or moccasins.

DRESS CODE, CATCH THE SPIRIT WEAR

If students are wearing Catch the Spirit wear on a regularly scheduled Mass day, they are permitted to wear it to Mass; shirts must be tucked in.

Pants: Jeans may be worn provided they do not have holes, are not ripped or torn, are not too form fitting or low rise (fitting lower than slightly below the waist line). No cutoffs, cargo-style pants, baggy jeans or jeggings. Gym shorts, track pants, or sweatpants as outlined in the gym uniform are also acceptable.

Shirts: Catch the Spirit T-Shirts are provided by the Home and School Association.

Shoes: Shoes can be gym shoes/warm weather uniform shoes, or any other shoe that complies with the Standard Dress Code Guidelines.



SCHOOL CLOSET / SCHOOL DAYS UNIFORMS

BACK TO SCHOOL SALE

SHOP EARLY AND SAVE MORE!
VALID IN-STORE AND ON-LINE

MAY	JUNE	JULY
25%	20%	10%
online code: 25sale	online code: 20sale	online code: 10sale

ALL COUPONS EXCLUDE LETTER JACKETS, ALTERATIONS & CUSTOM ORDERS



ST. MATTHEW THE APOSTLE CATHOLIC SCHOOL

K-8 TUITION AGREEMENT 2023-2024

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 providing your family a parish grant?
☐ NON-CATHOLIC ☐ yes
☐ no

SCHOOL DISTRICT (must select one)

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

Please list the specific school your child/ren would attend if they attended public school:

ELEMENTARY SCHOOL (if child/ren are K-5th): _____

MIDDLE SCHOOL (if child/ren 6th-8th): _____

HOME STATUS (students live with)

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

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

FATHER'S NAME: _____
(First) (Last)

FATHER'S ADDRESS: _____
(If different from above)

FATHER'S PLACE
OF EMPLOYMENT: _____

FATHER'S WORK PHONE: _____

MOTHER'S NAME: _____
(First) (Last)

MOTHER'S ADDRESS: _____
(If different from above)

MOTHER'S PLACE
OF EMPLOYMENT: _____

MOTHER'S WORK PHONE: _____

Please list (youngest to oldest) all of the children who will be attending St. Matthew the Apostle Catholic School during the 2023-2024 school year. Please mark one child as the child you want responsible for bringing home any school information.

FIRST NAME (Formal & Nickname)	LAST NAME	GRADE (2023 - 2024)	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 **2024-2025**, please list them below:

FIRST NAME	LAST NAME	BIRTHDATE	GRADE
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_____	_____	_____	_____
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Part II: The tuition schedule for the 2023-2024 is as follows:

Grades K-8th \$6,995.00

Tuition Rates for Parishioners Receiving a Parish Grant

Grades K through 8	Tuition Per Child (add \$100 to the dollar amount below if the child is a kindergartner)	Tuition Per Family (add \$100 to the dollar amount below for every kindergartner in family)	Potential Grant from parish
Child 1	\$4,695.00	\$4,465.00	\$2,300.00
Child 2	\$4,495.00	\$9,190.00	\$4,800.00
Child 3	\$3,395.00	\$12,585.00	\$8,400.00
Child 4	\$2,795.00	\$15,380.00	\$12,600.00

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 \$200 per student 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 2023-2024 school year. **CONTRACTS ARE DUE IN THE SCHOOL OFFICE APRIL 28, 2023.** Existing families will be invoiced for the 2023-2024 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.

You only need to sign below if you are a Saint Matthew Parish family applying to receive the parish grant.

_____ 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 28th**. A link is located at the bottom of our home page www.cdstmattthew.org. Please go to that link and "set up a payment plan". Step through the process until it says that you are "pending". Any questions please contact Michelle Lantz mlantz@cdeducation.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, 2023.
2. _____ Two payments, the first of which is due on or before August 15, 2023 and with final payment due on or before December 15, 2023.
3. _____ Four payments, due on or before August 15, 2023, November 15, 2023, February 15, 2024 and May 15, 2024.
4. _____ Ten payments, due on August 15, 2023 and the **fifteenth** day of each month thereafter through May 15, 2024, 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 28, 2023**

St. Matthew the Apostle Catholic School, 795 Havens Corners Road, Gahanna, Ohio 43230, 614-471-4930