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TUITION CREDIT PROGRAM – POLICIES AND PROCEDURES

May, 2012

Dear St. Mary School Family,

Welcome to the 2012-2013 Tuition Credit Program! We are pleased to inform you that once again this year, we will be offering the opportunity to earn tuition credits based upon participation in the St. Mary Certificate Program.

Earning tuition credits is quite simple. Every time you purchase Gift Cards, the school earns profits (the percentage of profit varies between vendors). The school keeps 50% of the profit earned and the remaining 50% is returned to you in the form of tuition credits. For example, Dominick's gift cards earn 4% in profit: 2% is kept by the school and 2% goes to the purchasing family.

Following is a list of policies and procedures regarding the Tuition Credit Program:

1. Tuition credits for the 2012-2013 school year will be based on purchases made from April 1, 2012 through March 31, 2013. Credits are 50% of the profit earned by the school. All tuition credits will be posted to their tuition accounts by Penny Elwood, our Business Manager. The monthly, quarterly or semi-annual tuition statements will reflect any earned tuition credits.

2. Tuition credits do NOT carry over from year to year. All tuition credits earned during the year must be applied by the final tuition installment due in April 2012. Unused tuition credits will NOT be refunded but instead will be added back to the program profits for the school. The only exception to this rule is if a family paid tuition in a lump sum at registration or on a semi-annual basis, but earns tuition credits during the year. In this event, a refund check will be issued in May as reimbursement of tuition previously paid.

3. Supporting Families: If you have friends or family members that purchase from the St. Mary Certificate Program you may have their purchases applied toward your tuition credits. Simply have them write your child's name on their order form. We will enter it in your Family Account.

If you have any questions regarding the Tuition Credit Program, please contact Penny Elwood at (847) 223-0010.

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I have read the attached Tuition Credit Policies and Procedures and wish to elect that any earned credits from the Certificates Program are applied as follows:

☐ I would like to APPLY any tuition credits earned during the 2012-2013 school year to my tuition.

☐ I would like to DONATE any tuition credits earned during the 2012-2013 school year to the school.

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Signature Print Last Name Date

Please return the signed form by August 30, 2012 to the school office, Attention: Certificate Program. If this form is not returned to the school, any tuition credits earned will automatically be donated to the school.