



St. Mary's Episcopal School

Application For Admissions

Thank you for considering St. Mary's Episcopal School. Students are selected for admissions to the school on the basis of multiple criteria: academic and developmental readiness, age eligibility, potential for positive school participation, gender balance, and the expressed commitment of the family to provide positive and purposeful support for the mission, policies, and goals of St. Mary's Episcopal School. St. Mary's reserves the right to require any necessary testing for successful student placement. St. Mary's School also reserves the right to determine if a student's needs can not be met or if there is limited chance for a successful and positive match between student and school.

The members of our Admissions Committee request your participation in the following procedures to expedite the application process:

- Complete this application and return it with the non-refundable application fee of \$35.00 to St. Mary's Episcopal School, 505 East Covell Road, Edmond, Oklahoma, 73034. Make your check payable to "St. Mary's Episcopal School." It is most important for both parents to sign the application. You will receive an acknowledgment that your application was received.
- Sign and return the "Permission to Release Records" form and if applicable, submit the teacher recommendation form to their child's current teacher to be returned to St. Mary's Episcopal School.
- Applying students must submit a copy of immunizations, birth certificate, and if applicable, previous/current school progress or report cards, and testing.
- Families who wish to consider the school's financial aid program based on family need should call the business office to request the financial aid information. Families must follow procedures and meet deadlines.

A campus visit is recommended. Additional testing and/or a class day visit may be requested .

A recommendation about admissions will be made by the Admissions Committee when all materials have been received. You are welcome to contact the Head of School at (405) 341-9541 or through e-mail at nhetherington@smesedmond.org for additional information or to determine if the application folder is complete. Office hours are 8:00 am—4:00 pm weekdays. The School Office FAX is (405) 285-4126.

St. Mary's Episcopal School

Application for Admission

For Office Use Only	
Date Received	_____
Ck # & Amt.	_____
ACK _____	ACP _____

Name of Student _____
first goes by middle last

Date of birth _____ Male Female Social Security No. _____
month/day/year

Student's home address: _____
street city state zip

<p><u>Half Day Options</u></p> <p>_____ 3 day preschool (MWF)—a.m.</p> <p>_____ 5 day pre-kindergarten (M-F)—a.m.</p> <p>_____ 1/2 day kindergarten—p.m. only</p>	<p><u>All Day Options</u></p> <p>_____ 2 day preschool (T/TH)</p> <p>_____ 5-day preschool (M-F)</p> <p>_____ 5 day pre-kindergarten (M-F)</p> <p>_____ all day kindergarten</p> <p>_____ Elementary Grades 1 2 3 4 5 (circle one)</p>
--	--

Do you plan on your child attending all grades at St. Mary's Episcopal School? Yes No

Who is responsible for tuition payments? _____

How will you pay tuition? Annual Payment Monthly ACH transfer

Father's Full Name _____

(If different than student's address and telephone listed above.)
 Home address _____
street city state zip

Home Phone _____

Employer _____ Occupation _____

Work Address _____
street city state zip

Work Phone _____ Cell Phone _____ Email _____

(If different than student's address and telephone listed above.)
 Mother's Name _____

Home address _____
street city state zip

Home Phone _____

Employer _____ Occupation _____

Work Address _____
street city state zip

Work Phone _____ Cell Phone _____ Email _____

Religious Affiliation _____ St. Mary's Parishioner Yes No

Does student have any physical or emotional conditions of which school personnel need to be aware? Yes No

Please explain _____

Please list any siblings:

Name	Age	School
------	-----	--------

Name	Age	School
------	-----	--------

Name	Age	School
------	-----	--------

Are parents separated? Yes No Divorced? Yes No If yes, who has custody? _____

With whom does the student live? _____

Is the non-resident parent to be included in our school directory? Yes No

Is the non-resident parent to be included in our mailing list? Yes No

In order to keep grandparents of our current students on our mailing list, please name living grandparents and give their addresses.

First name	last name	address	city	state	zip
------------	-----------	---------	------	-------	-----

First name	last name	address	city	state	zip
------------	-----------	---------	------	-------	-----

First name	last name	address	city	state	zip
------------	-----------	---------	------	-------	-----

First name	last name	address	city	state	zip
------------	-----------	---------	------	-------	-----

Remarks From Family

St. Mary's Episcopal School admits qualified students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarships, athletic or other school administered programs.

Continued on back

ENROLLMENT CONTRACT

Contract of Enrollment for

Name: _____

(First)

(Middle)

(Last)

If accepted by the Admissions Committee, and with my/our payment of the appropriate enrollment fee, enter my/our child as a student at St. Mary's Episcopal School (hereinafter SMES) for the school year 20____ to 20____ subject to the tuition and fee schedule, school calendar, and rules, regulations, and policies of St. Mary's Episcopal School as set forth in the Parent Student Handbook as well as those regulations and policies which from time to time may be enacted by the School Board of Directors, which are acknowledged to be a part hereof and the following additional conditions and terms:

1. A non-refundable application fee of \$35.00 is required of all students. Candidates for admission to grades Kindergarten and above may be required to participate in developmental and/or academic testing in an effort to determine successful school placement. Grade/classroom placement is determined by SMES and does not constitute a part of this contract or its subsequent renewals.
2. When an applicant is accepted, an enrollment fee is required (the amount shown on the tuition and fee schedule). The enrollment fee is non-refundable and constitutes good faith consideration to bind this contract.
3. **CANCELLATION AGREEMENT: All students are enrolled for the entire year unless it is expressly agreed in writing to the contrary.** Should an applicant be withdrawn before July 1, prior to entry, the application fee, enrollment fee and other required fees will be retained by SMES as consideration for accepting the student. After July 1, I/we agree to pay 30% of annual tuition for any student enrolled in grades Kindergarten and above. After August 1, I/we agree to pay 50% of the remaining annual tuition at the time of withdrawal for any student enrolled in grades Kindergarten and above. (Payment plan is July—March.)The undersigned and SMES agree that if a cancellation as provided above occurs, SMES's actual damages would be impracticable or extremely difficult to determine. Therefore, the undersigned and SMES agree that this cancellation fee schedule is presumed to be SMES's actual damages and it is not intended as a penalty. Any unpaid amounts will be turned over to collection. The undersigned agrees to reimburse SMES for any legal fees and costs incurred by SMES for the enforcement of this contract and the collection of the outstanding for the enforcement of this agreement and the collection of the outstanding balances owed by the undersigned. Neither a request for records nor nonpayment constitutes written notice of cancellation.
4. SMES reserves the right, to the extent permitted by law, to withhold final grades and transcripts until all amounts due SMES by the undersigned are paid in full. Students will not be allowed to continue to attend classes unless tuition is paid by stated deadlines unless other written arrangements are made with the school. SMES has the right to terminate the attendance of any student for reasons set forth in the Handbook, including the failure of parents to pay part or all of their financial obligations for the student's attendance.
5. I/We authorize SMES to contact schools and other sources to obtain information to support this application and I/we will not seek access to confidential recommendation and evaluation materials before or after my/our child's admission. The undersigned releases every person and institution from any and all liability resulting from or pertaining to the furnishing of records, documents and other information provided to SMES for that purpose.
6. The use of my/our child's photograph and information in school publications and local newspapers is authorized without compensation or fee.
7. I/We agree to have on file a current medical release form and if in the opinion of SMES my/our child needs medical or surgical services we authorize SMES permission to seek such services.
8. I/We agree to have on file before attending the first day of school, required records (immunization, medical release, birth certificate, etc.) and other forms as required by the State of Oklahoma and SMES.

I/we hereby acknowledge I/we have read and understand the terms and conditions of this contract.

Signature(s) of Financially Responsible Parent(s) or Guardian(s):

(Date)

(Date)

Application is incomplete without signatures as indicated above.

This instrument shall be interpreted in accordance with the laws of the State of Oklahoma.

Mail completed application with \$35.00 fee to St. Mary's Episcopal School, 505 East Covell Road, Edmond, OK 73034, attention "Admissions". For additional information and appointment for school tour, please contact the school office at (405) 341-9541.