



March 20, 2020

Dear Parents/Guardians,

Enclosed is the 2020-21 school year enrollment and tuition payment information for Marquette University High School. Please carefully read each of the documents contained in this mailing to familiarize yourself with application deadlines, payment options, and payment due dates for next school year.

- Tuition Agreement
In order to register your son for the 2020-21 school year, this form must be completed, signed and returned to the MUHS Business Office no later than Thursday, April 30, 2020.
Please note that one form must be submitted for each student.
- Tuition Payment Policy
This policy outlines the conditions, payment options, payment deadlines and late charges related to paying tuition for 2020-21.
- Down Payment Coupon **NEW THIS YEAR!**
Families opting to pay tuition through a ten-month Smart Tuition plan can make an optional down payment directly to MUHS which will reduce the amount of their plan and the resulting non-refundable 3.5% plan fee. Down payments must be received by the Business Office no later than June 15, 2020, in order to be deducted before the plan fee is assessed. To ensure your down payment is applied correctly, please send it to the MUHS Business Office along with the enclosed Down Payment Coupon.
- Smart Tuition Overview
MUHS uses Smart Tuition for the processing and collection of all tuition and fees. Important information regarding Smart Tuition accounts, payment methods, billing, fees, and due dates are summarized here.
- Family Data Verification Form
This form lists current demographic information we have for you and your student. Please review it for accuracy and make any additions or corrections directly on the form. You can opt-out of the school directory and the school's online carpool module by marking the appropriate boxes. Please return this form along with your completed Tuition Agreement by April 30.

Returning families who have applied for MUHS financial aid will receive financial aid award notifications via email by April 15, 2020. If you use the Smart Tuition Plan Payment Estimator found on the back side of the Tuition Agreement, your financial aid award should be entered on Line 2a.

Thank you in advance for responding in a timely manner to 2020-21 enrollment and tuition deadlines. If you have any questions, or need assistance in completing the Tuition Agreement, please contact my assistant, Melanie Wreczycki, at (414) 933-7220, ext. 3022.

Sincerely,

Bert A. Duerrmeier
Vice President of Finance

RETURN TO THE MUHS BUSINESS OFFICE NO LATER THAN APRIL 30, 2020

**MARQUETTE UNIVERSITY HIGH SCHOOL
TUITION AGREEMENT
2020-21 SCHOOL YEAR**

Please complete one form for each student who will be attending Marquette University High School (MUHS) during the 2020-21 school year and return to the MUHS Business Office by **April 30, 2020**. Enrollment for 2020-21 will not be complete until this form has been received.

PLEASE PRINT AND USE YOUR LEGAL NAMES.

Student Last Name _____ First Name _____ Middle Initial _____

Street Address _____

City _____ State _____ Zip _____

Grade for the 2020-21 School Year: ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ Will not attend

Parent/Legal Guardian Name(s): _____

TUITION FOR THE 2020-21 SCHOOL YEAR IS \$14,560.

PLEASE SELECT ONE OF THE FOLLOWING TWO TUITION PAYMENT PLANS.

☐ **ONE-MONTH PAYMENT PLAN**

We/I will pay tuition less any financial aid or third party awards in full on or before **July 15, 2020**.

☐ **10-MONTH SMART TUITION PAYMENT PLAN (SUBJECT TO A 3.5% PLAN FEE)**

We/I will pay tuition less any financial aid or third party awards through a 10-month Smart Tuition plan (July 2020 – April 2021). I understand that Smart Tuition plans are subject to a 3.5% non-refundable plan fee as outlined on the reverse side of this agreement.

Please see the reverse side for a monthly Smart Tuition plan payment estimator and additional details regarding Smart Tuition plans and fees.

TUITION REFUNDS: Refunds of tuition for the 2020-21 school year will only be made for student withdrawals through September 1, 2020. After this date, tuition is non-refundable, and families of students transferring out of MUHS for any reason will be responsible for the full year's tuition.

Parent or Legal Guardian Signature

Date

Parent or Legal Guardian Signature

Date

Smart Tuition Plans

Families can opt to pay tuition over a 10-month period (July 2020 – April 2021) via a Smart Tuition plan.

- Smart Tuition plan payments are due on the 15th of each month beginning in July 2020.
- There is no penalty for prepaying a Smart Tuition plan.
- Families can make an optional down payment made directly to MUHS by June 15, 2020, to reduce their Smart Tuition Plan amount.
- A plan fee of 3.5% will be assessed on tuition less financial aid, third party awards, and any optional down payment made to MUHS by June 15, 2020. Only down payments received by June 15 will be deducted before the 3.5% plan fee is assessed. The plan fee is non-refundable and will be pro-rated across the term of the Smart Tuition plan.
- If a Smart Tuition plan payment is not received in full by the due date, Smart Tuition will assess a non-refundable \$40 follow-up service fee to the account.

Smart Tuition Plan Payment Estimator

Complete the following worksheet to calculate your estimated monthly Smart Tuition plan payment.

Line 1	Tuition	1	<u>\$ 14,560.00</u>
Line 2	Awards		
	a Financial Aid	2a	_____
	b Third Party Awards	2b	_____
	c Add lines 2a and 2b. These are your total awards	2c	_____
Line 3	Subtract line 2c from line 1. This is your net tuition	3	_____
Line 4	Optional down payment you will make directly to MUHS by June 15, 2020	4	_____
Line 5	Subtract line 4 from line 3. This is your Smart Tuition Plan amount	5	_____
Line 6	Multiply line 5 by 3.5%. This is your non-refundable plan fee	6	_____
Line 7	Add lines 5 and 6. This is your total Smart Tuition obligation	7	_____
Line 8	Divide line 7 by 10. This is your estimated monthly Smart Tuition Plan payment	8	_____



For Faith, Scholarship and Community

MARQUETTE UNIVERSITY HIGH SCHOOL TUITION PAYMENT POLICY 2020-21

- 1) Every family enrolling a student for the 2020-21 school year must complete, sign and return a Tuition Agreement by **April 30, 2020**. Enrollment for the 2020-21 school year is not complete until this form has been received by the MUHS Business Office.
 - a. One Tuition Agreement must be submitted for each student.
 - b. In the case of a family separation or divorce, **each** parent/guardian must fill out one form for **each** student.
 - c. If a student's Tuition Agreement is not returned by the due date of April 30, 2020, that student's position will be given to the next person on the waiting list.
- 2) Families are given two options for paying 2020-21 tuition:
 - a. In full on or before July 15, 2020.
 - b. Through a ten-month Smart Tuition plan that is subject to a non-refundable 3.5% plan fee.
- 3) Smart Tuition plan payments are due over a 10-month period from July 2020 through April 2021.
 - a. Monthly plan payments are due on the 15th of each month.
 - b. There is no penalty for prepaying a Smart Tuition plan.
 - c. A non-refundable plan fee of 3.5% will be assessed on tuition less financial aid, third party awards, and any optional down payment made directly to MUHS by June 15, 2020. Please note that this fee is non-refundable. The plan fee will be billed on a pro-rata basis across the 10 months of the plan.
- 4) Smart Tuition will send monthly statements directly to enrolled families. Payments can be made directly to Smart Tuition via check, ACH or credit card (convenience fees apply). Families also have the option of making payments by cash or check directly to MUHS.
- 5) Non-refundable fees will be levied and enforced for any of the following:
 - a. \$25 for any Smart Tuition plan agreement *requested* after June 15, 2020
 - b. \$25 for any Smart Tuition plan agreement *altered* after June 15, 2020
 - c. \$50 for any Smart Tuition plan agreement *cancelled* after June 15, 2020
 - d. \$30 for any failed payment
 - e. \$40 follow-up service fee for payments not made by the due date
- 6) Tuition Refunds

Refunds of tuition for the 2020-21 school year will only be made for student withdrawals through September 1, 2020. After this date, tuition is non-refundable, and families of students transferring out of MUHS for any reason will be responsible for the full year's tuition.



For Faith, Scholarship and Community

**2020-21 SCHOOL YEAR
DOWN PAYMENT COUPON
DUE DATE: JUNE 15, 2020**

	Student Last Name	Student First Name	Grade for 2020-21 School Year	Down Payment Amount
1.			<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	\$
2.			<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	\$
3.			<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	\$
Total Down Payment				\$

Parent/Legal Guardian Name(s): _____

Please return this coupon with your optional down payment in the form of cash or a check made payable to Marquette University High School.

Due date: June 15, 2020

Mail or deliver to:
Marquette University High School
Business Office
3401 W. Wisconsin Ave.
Milwaukee, WI 53208

MARQUETTE UNIVERSITY HIGH SCHOOL

SMART TUITION OVERVIEW 2020-21



Marquette University High School uses Smart Tuition for the processing and collection of all tuition and fees. Therefore, every family is required to have an online Smart Tuition account. Tuition, whether paid in full or through a 10-month Smart Tuition Plan, will be billed through a family's online Smart Tuition account. Student fees (e.g. sports participation fees, AP course fees, graduation fees, etc.) will be billed through this same Smart Tuition account. This is a brief overview of how Smart Tuition accounts are administered.

How do I establish an online Smart Tuition account?

Returning Families Returning families will automatically be re-enrolled with Smart Tuition under the same payment plan and payment method as 2019-20. If desired, you can opt for a different payment plan when returning your Tuition Agreement for the 2020-21 school year. Please note that your Smart Tuition Family ID number will be different in the new school year.

New Families New families can create a 2020-21 Smart Tuition account by visiting the school's Smart Tuition enrollment site (<https://enrollwithsmart.com/#/enroll/65176>) to choose a payment plan and answer a few of questions related to your student and the party responsible for payment.

What can I do once I have logged into my Smart Tuition account online?

Once established, you can access your Smart Tuition account 24 hours a day at www.parent.smarttuition.com. From there, you can do the following:

- Make a payment or set up recurring payments
- Review account history and transaction details
- Change/edit your payment information
- Update your personal information
- View and print invoices (if you are not on automatic debit)
- See an itemized breakdown of tuition, fees and discounts billed to your account

Whom should I contact if I have questions regarding my bill?

Smart Tuition's Parent Contact Center can be reached at (888) 868-8828, and Spanish speaking representatives are available. The Parent Contact Center can:

- Provide you with balance and account information
- Take a payment or update your payment information
- Review your payment history
- Update your personal and contact information
- Provide or change your online username and password
- Address concerns regarding your account

What credit cards does Smart Tuition accept?

Smart Tuition accepts VISA, MasterCard, American Express and Discover credit and debit cards. Please note that a convenience fee applies. You can use your credit card to make monthly recurring payments.

Can I pay by check?

If you would like to use your checking account to pay, you can do this by mailing a check, making a one-time payment online, calling in a payment by phone, or by setting up automatic monthly payments directly from your checking or savings account. If you are mailing a check, please mail it to Smart Tuition at PO Box 11731, Newark, NJ 07101-4731. To ensure it is received and processed by the due date, mail it at least 7-10 days prior to your scheduled due date and include your Smart Family ID in the memo line of your check.

Can I pay using my bank's online bill pay service?

Yes, you can utilize your bank's online bill pay service to send payments to Smart Tuition. ***Please note:*** Online bill pay might not electronically transfer funds to Smart Tuition; instead, your bank may mail a paper check to Smart Tuition. Please set your online bill pay to occur at least 7-10 days prior to your due date to ensure the check is received and processed by your scheduled due date.

Why is my monthly amount different each month?

Your total due may change month to month due to fees, discounts, and adjustments that have been made by MUHS.

What if I think an amount on my bill is incorrect?

If you disagree with any of the amounts on your bill, you can contact Smart Tuition's Parent Contact Center at (888) 868-8828. If needed, they will contact the school on your behalf to clarify the amount due. However, Smart Tuition is not authorized to modify the amount of tuition due or to arrange for alternative payment plans without school approval.

My tuition is due in two days. What is the quickest way to make a payment?

Smart Tuition offers two immediate payment options including:

- Pay online at www.parent.smarttuition.com
- Pay over the phone by calling (888) 868-8828

Note: Payments made by phone and web are posted the same day they are received.

What is the school's late payment policy?

Payments are due on or before your due date. There is no grace period. If your payment is not made by your due date, or you are carrying an outstanding balance, a non-refundable \$40 follow-up service fee will be assessed by Smart Tuition. Smart Tuition will remind you of your upcoming payment to help you pay on time. They will also advise you when you have missed a payment to help you avoid any future fees.

Are there bank fees associated with payments that are not successful?

A non-refundable fee of \$30 will be applied to your account for any failed payment processed via auto-debit, phone, web or check. Your bank may also impose additional fees.

How can I setup new banking information to pay automatically each month?

Changes to banking information MUST be made at least three business days before your next scheduled debit. You can update your banking or recurring credit/debit card information by logging in to your account at www.parent.smarttuition.com or by calling Smart Tuition's Parent Contact Center at (888) 868-8828.

Is there a way I can update my username and password?

You can update your password directly from your Smart Tuition account at www.parent.smarttuition.com. Or you can call (888) 868-8828 and a representative will be able to update your username and password.