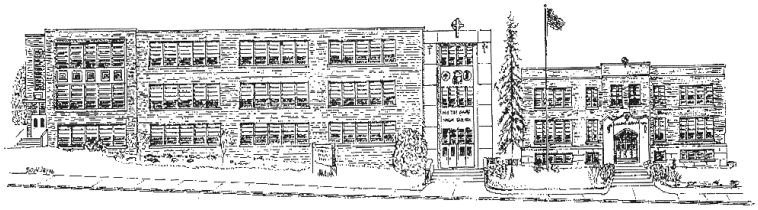
127 East Pike Street
Clarksburg, WV 26301
(304) 623-1026
notredamewv.org



Notre Dame High School *and* St. Mary's School

107 East Pike Street
Clarksburg, WV 26301
(304) 622-9831
stmaryswv.org

May 9, 2025

To: Families of Notre Dame and St. Mary's Grade School

From: Melissa Jordan, Finance Director

Re: Tuition and Financial Contracts for 2025-26

It is hard to believe that the end of the 2024-25 school year is rapidly approaching! As we end this school year, we are planning for the 2025-26 school year and we are delighted that your family will be with us in the fall for another year!

Enclosed in this packet you will find items to aid you in planning for your financial meeting in August. Please return the items noted below and it will allow me to prepare for our meetings in August to complete financial contracts. Students may not start school without a completed financial contract.

- Notre Dame and St. Mary's Tuition and Fee Policy
  Please read the document, sign and return. This document must be signed and submitted before the first day of school.

- Fee Worksheet
  List all students attending our schools in the fall then calculate the total fees due on the worksheet. Fees can be paid now and will ensure your student's spot for next year. If you choose to pay fees now, please attach check to this worksheet. Fees must be paid before participating in any summer conditioning for athletics.

- Active Parishioner Form
  This form must be filled out then signed by your parish pastor. You may list all of your children on one form. ***A Catholic rate cannot be applied unless this form is provided to the school and completed by the pastor with the parish seal. The discount will not be applied to your financial account until the signed / sealed form is received by the school. Please bring the completed form with you to contract signing.***

- Notre Dame and St. Mary's Tuition Schedule
  This is provided for information purposes to aid you in planning for the 2025-26 school year.

Financial meetings will be held August 4-8, 2025 from 8:00 AM – 7:00 PM by appointment only. To schedule an appointment, visit the link below:

https://www.signupgenius.com/go/10C0B48A8AB2DAAFFC34-56789769-202526

If you are unable to schedule an appointment using the link or need an alternative date/time please email me at mjordan@notredamewv.org or call (304)969-7013. Thank you for your cooperation and I look forward to working with you again in the upcoming school year!