



March 27, 2020

Dear St. Michael's Families,

Thank you for your patience and understanding during this unprecedented and rapidly changing COVID-19 crisis. The heart wrenching decision made weeks ago to cancel all class trips proved to be a wise one and ultimately minimized our financial losses. We have since been working with the vendors to recover deposits - and most of them have been accommodating. Thanks to our generous "Middle School Lunch" sponsors, we have some funds to cover nonrefundable deposits.

Now that we have a better understanding of our losses, we are able to address class trip refunds. **For those with a past-due balance for the 2019-2020 school year, class trip payments will be reallocated to reduce the overdue balance – including sibling accounts.**

If your account is current for the 2019-2020 school year, there are several options.

1. Apply the class trip refund amount to next year's tuition and fees for any child in the family.
2. Request a class trip refund (to be processed by April 30th).
3. Donate the class trip funds to the Emergency Relief Halo Fund to offset losses to St. Michael's School due to COVID-19. Such a donation would address an urgent need and would be completely tax-deductible. Tax letters will be provided promptly to take advantage of the extended tax deadline of July 15, 2020.

**If you are eligible for a refund**, please make your selection below and forward to me via email at [clang@stmichael.net](mailto:clang@stmichael.net) or if you cannot scan simply email me your selection.

Again, thank you for your patience and understanding.

Respectfully,

Charmaine M. Lang  
Director of Finance and Operations

NAME:

	Please apply the class trip refund to next year's tuition and fees.
	Please process a refund.
	Please donate my class trip refund to the Emergency Relief Halo Fund to help St. Michael's School in this crisis.