

2018-2019 Tuition Policy & Contract

St. Gregory Parish School

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On this date, a/k/a, the effective date of contract, _____ 2018, I/we (*print names of responsible party*) _____, the parents or guardian of _____, a student(s) at St. Gregory School, hereby agree to pay the following amounts as outlined below, as direct support for the operation of the school. I/We recognize that the cost to educate our children is subsidized by fundraising efforts. I/We realize we are financially responsible for our pro rata portion of the fundraising income as outlined in this contract. I/We understand that this cost will be added to our tuition bill and will be paid by May 1, 2018 to the extent that we do not participate in the fundraising efforts.

2018-2019 Tuition Rates

(Excluding registration/technology fees of \$100.00 per student due 7/1/18) Rates based on # of children in family)

One \$3,350.00 = \$335.00 month
Two \$4,900.00 = \$490.00 month
Three \$5,850.00 = \$585.00 month
Four \$6,300.00 = \$630.00 month

*Two (2) Payment options are available:

1. A one (1) time full tuition payment. Due by July 1, 2018. (Registration/Technology Fees will be waived)
2. 10 Monthly payments. Through the FACTS Company (Agreement required along with Facts Fee of \$42.00) running from August 2018 through May 2019.

***Tuition for 2018-2019 includes the following fees: Theme T-shirt, Bowling, Swimming, high school theatrical performances, multiage trips and Family Connection (PTO) dues.**

***Non-refundable Registration and Technology fees are not included in FACTS and must be paid by July 1, 2018.**

Payment Terms

I/we hereby agree to pay fees and tuition as follows:

- Non-Refundable Registration/Technology Fees of \$100.00 per student due by July 1, 2018.
- Tuition Payments - See the payment preference section of this contract.
- Payments may be made with cash, check or MasterCard/Visa or Discover. If a credit card is used you must go through the FACTS Company.
- A fee of \$30.00 will be assessed for any returned checks for one-time payments only.
- Any unpaid fees will be considered an unpaid bill at the end of the school year.

Tuition Policy

We believe that our tuition payments are an investment in your child's education and religious formation. Therefore, the school's Board of Education accepts responsibility for recommending to the Pastor policies concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Board to insure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

2018-2019 Tuition Policy & Contract (page 2)

St. Gregory Parish School

Payment Options

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration. Options for payment shall include:

A. **Full Payment** - Under this plan the entire amount of tuition is paid on or before July 1st. This payment is made directly to the school office. With this plan, the registration fee will be waived. A fee of \$30.00 will be assessed for any returned checks for one-time payments only.

B. **Monthly/Quarterly Payments** – Beginning in August through the **FACTS Tuition Management Plan**. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS on the date you select each month/quarter. There is a fee of \$42.00 for 3 or more payments and \$10.00 for 2 payments.

The FACTS tuition payment processing plan offers quick and easy online enrollment, hassle-free automated payments, an array of payment dates during the month to fit your budget, simple account accessibility and all information that you provide is safe and completely confidential. The enrollment process required just a few minutes of your time and very little information.

To enroll, please go to: <https://online.factsmgt.com/Tmg/pubic/AgreementSignup.aspx?t=3HGXN>. After completion, our bookkeeper, will take care of the remainder of the process. Enrollment is mandatory and the first of ten payments should be scheduled for August (unless late enrollment). You will receive confirmation once your agreement has been finalized. Please contact our bookkeeper with any questions or concerns regarding your tuition related matters at bookkeeping@stgregs.net.

C. **Credit Card Payments** – Payments may be made with MasterCard/Visa or Discover through the FACTS program. The credit card fee is 2.75% regardless of how many payments are made.

Late Registrations

A. Families registering after July 1st shall be expected to fulfill their tuition obligations according to the tuition policy stated above.

B. Tuition for students registering after the first day of school shall be prorated over the number of school days they will be in attendance according to a formula established by the Board of Education.

Late Payments

It shall be the responsibility of each school family to keep the Pastor, Principal or School Bookkeeper informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

Full Payment – If payment is not received on or before July 1, the family will be contacted within five (5) days by the school Bookkeeper concerning the missed payment date and alternative tuition payment options will be offered. If funds are not received according to the new agreement, all tuition payments shall be made through the FACTS Tuition Management Plan.

Monthly Payment – School families who choose the ten (10) month payment plan and miss a monthly payment due to insufficient funds will be assessed a \$25.00 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 20 days.

In addition, school families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be re-admitted to school according to the specifications of this policy.

For the sake of your family's security and peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the school as soon as possible when they are experiencing economic difficulties.

Non-Admission of Students due to Tuition Delinquency

School families failing to pay tuition according to this agreement or who have been unwilling to make suitable alternative arrangements with the school will be informed that their child(ren) will not be readmitted to our school. All families must be current in their payment of tuition:

By August 1st: If not, students will not be admitted on the first day of school.

By May 20th: If not, students will not receive report cards and permanent records will not be released.

2018-2019 Tuition Policy & Contract (page 3)

St. Gregory Parish School

Delinquent Tuition from Previous Year(s)

All previously unpaid tuition must be paid by August 1st if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school. If payment is not possible, suitable arrangements must be made with the Pastor or the school Principal.

Tuition Refunds

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. After the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance according to the formula established by the Board of Education.

Fundraising Obligations (please choose and initial appropriate boxes):

Football Lottery

I/we understand that it is required to either buy or sell a minimum of 30 football lottery tickets at \$5.00 each totaling \$150.00 being due on or before September 7, 2018. I/we understand that if we do not meet our 30-ticket obligation we will be billed for any amount not met. This amount will be due on September 14, 2018.

Initials required:

Crusade for Kids Auction – Please choose and Initial appropriate box

*I/we **agree to procure** or purchase \$500.00 worth of goods and services for the Crusade for Kids Auction. **All procurement forms for items or services promised must be turned in by March 1, 2019** and the \$500.00 obligation must be met. Otherwise, I/we understand that I/we will be charged for any amount under the \$500.00 not met. This amount will be added to your tuition bill after March 1st and will be due in full by May 1, 2019 so that accounting for this fundraiser can be finalized.

Or Buy Out Option:

*I/we **wish to buy** out of our procurement obligation for the Crusade for Kids Auction for the amount of \$500.00. I/we understand that this amount will be added to our tuition bill and deducted accordingly. I/we also understand that this buy out frees us from our financial obligation to the auction; however we will still be asked to volunteer on a committee.

2018-2019 Tuition Policy & Contract (page 4)

St. Gregory Parish School

I/We have read and understand this Tuition Policy & Contract. Any and all parties that will be liable for the tuition obligation are required to sign this form. In the case where two separate parties will be liable, a separate Contract will be required.

Payment Plan Chosen: **(Please initial your choice)**

1. _____ One (1) Payment due July 1, 2018 (Registration/Technology Fees Waived)

2. _____ FACTS Management Plan – (Agreement and Enrollment Required along with Initial Facts Fees)
Ten (10) Monthly Payments which will be automatically withdrawn from checking or savings account.

NAME: _____

NAME: _____

Street: _____

Street: _____

Town: _____

Town: _____

Zip: _____

Zip: _____

Phone # _____

Phone # _____

Cell # _____

Cell # _____

E-Mail: _____

E-Mail: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

FOR OFFICE USE:

Registration/Technology Fees # Students _____

\$ _____ received on _____ cash/check# _____

Tuition Rate \$ _____

Total Tuition Rate/Fees \$ _____

Less Discounts _____ \$ _____

Less Tuition Assistance (SCRIP) \$ _____

Less Tuition Assistance (Bishop) \$ _____

Less Tuition Assistance (Star) \$ _____

Less Tuition Assistance (School) \$ _____

Less Tuition Assistance (Kremer) \$ _____

Football Lottery Obligation \$ _____

Auction Buy Out \$ _____

Total Due for Year 2018/2019 \$ _____

One Payment of \$ _____ received _____ cash or ck# _____

Facts Payments of \$ _____ payable from _____, 2018 to _____, 2019

School Payments of \$ _____ payable from _____, 2018 to _____, 2019