

# TUITION CONTRACT 2019/20

PLEASE RETURN COMPLETED CONTRACT TO SCHOOL OFFICE

Please List All Students by Name and Grade:			
Last Name	First Name	Middle Initial	Grade in Fall
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

REGISTRATION FEES	
<b>Registration Deposit:</b> \$200.00/per family for K - 8 \$100.00/per child for Preschool <b>Technology Fee:</b> \$75.00/per child for K – 8	The acceptance of your registration requires a signed and completed Tuition Contract, registration/technology fees, and enrollment in FACTS if not paying tuition in full.

**TUITION PAYMENT OPTIONS**

All responsible payers opting for the two payments or monthly payments must create an online account with FACTS Tuition Management. Payments will automatically withdraw through FACTS. New families or those returning families not currently enrolled in FACTS, please go to <https://online.factsmgt.com/signin/3FTNY> to create a new account. Returning families currently enrolled in FACTS will be automatically reenrolled. Please be sure banking information is correct and up-to-date.

- OPTION 1 – SINGLE PAYMENT PLAN; Pay Registration Fees By Check/Cash  or FACTS**   
 Tuition payment due on or before Monday, June 3, 2019; *There is no charge by FACTS for the Single Payment Plan Failure to make the full payment by June 3, 2019 requires enrollment in FACTS for the monthly payment plan (Option 3). A \$45.00 fee will be assessed.*
- OPTION 2 – TWO PAYMENT PLAN (enrollment in FACTS required); Pay Registration Fees By Check/Cash  or FACTS**   
 Tuition payment 1 due June, 2019 (the 5<sup>th</sup> or the 20<sup>th</sup>)  
 Tuition payment 2 due October, 2019 (the 5<sup>th</sup> or the 20<sup>th</sup>)  
*There is a \$10.00 annual fee charged by FACTS and paid by the family for the Two Payment Option. Failure to make the first payment in June requires enrollment in FACTS for the monthly payment plan (Option 3). A \$35.00 fee will be assessed.*
- OPTION 3 – TEN MONTH PAYMENT PLAN (enrollment in FACTS required); Pay Registration Fees By Check/Cash  or FACTS**   
 Tuition payments begin April, 2019  
 Tuition payments end January, 2020  
 Elect to have payment withdrawn on the 5<sup>th</sup> or 20<sup>th</sup> of each month  
*There is a \$45.00 annual fee charged by FACTS and paid by the family for the Ten Month Payment Option.*

**FINANCE CHARGES and NSF CHECKS**

- A \$20.00 late fee will be assessed by St. Michael Catholic School for any tuition payment that has been returned twice.
- A \$30.00 fee is assessed by FACTS for each payment returned due to non-sufficient funds.
- St. Michael Catholic School reserves the right to accept payment by cash, certified check or money order only.

I/We, the undersigned, have read and understand the Terms and Conditions of this Agreement for the enrollment of students listed on this agreement. I/We agree to abide by said Terms and Conditions and agree to fulfill the total financial obligation for payment of tuition as set forth herein. I/We understand that if the tuition account is in arrears, that sanctions listed in the Terms and Conditions may be imposed.

Signature of Parent/Legal Guardian/Other Responsible Party	<i>(mandatory)</i> Email address of Parent/Legal Guardian/Other Responsible Party
Please Print Name Clearly	Date
Complete Mailing Address for Student Billing (please include zip code)	Day Phone Number

Signature of Parent/Legal Guardian/Other Responsible Party	<i>(mandatory)</i> Email address of Parent/Legal Guardian/Other Responsible Party
Please Print Name Clearly	Date
Complete Mailing Address for Student Billing (please include zip code)	Day Phone Number

## Terms and Conditions

### Payment of Tuition:

1. Tuition for the **2019/2020** School Year shall be paid in full by the due date in accordance with the Tuition Payment Plan.
2. If a Tuition payment is forty-five (45) days overdue, the School may impose any or all of the following sanctions, at the School's sole discretion, unless special payment arrangements have been made in writing signed by the School principal or administrator. Sanctioned actions include:
3.
  - a. Assess late fees
  - b. Withholding Academic Records
  - c. Disallowing Student's participation in sports or other school activities
  - d. Withdrawing Students from class participation
  - e. Withdrawing Student from school
  - f. Use a collection agency
  - g. File a claim in court
4. Any Family with an unpaid Tuition and/or Fees balance for the current School Year will not be allowed to register for the **2019/2020** School Year until the current year's Tuition and fees are paid, unless special arrangements have been made in writing and signed by School's principal or administrator. School records, diplomas or transcripts will not be released until all Tuition and other charges have been paid in full.
5. If one parent signs the tuition contract when married, both are liable even if court documents specify who will pay; if one parent signs the tuition contract after they are divorced, only that parent is liable; if someone other than a parent signs the tuition contract, neither parent is liable for tuition.

### Refunds:

6. Prepaid Tuition will only be refunded in full if written notice of cancellation is received by the School **at least 10 days** before the first day that classes for the **2019/2020** School year are scheduled to start. The Registration Fee and Technology Fee are non-refundable.
7. Once the **2019/2020** School year begins, Tuition refunds are made on a quarterly basis. Should a Student attend School during any portion of a quarter (one day or more), the full tuition amount for that quarter is owed and no portion of that quarter's tuition will be refunded.
8. If a Student is asked to leave or withdraw from School at any time during the school year, the undersigned remains responsible for the Student's annual Tuition which will be prorated through the end of the month in which the Student withdraws.

### General Terms and Conditions:

9. Prior to completing the registration process, payment of a non-refundable registration fee in the amount of \$100 per Preschool student, and \$200.00 per family for students Grade K – 8 is required. Additionally, a \$75.00 technology fee per K - 8 student is also required at time of registration. The Registration and Technology fees are non-refundable without exception.
10. The terms and conditions of the School's enrollment attendance policies, and all other policies which may be provided to the Student are hereby incorporated into this Agreement.
11. It is further understood, that the Student and Student's parents/guardians, will abide by the policies and guidelines as documented in the School handbook.
12. To qualify for PARISH-SUBSIDIZED TUITION RATES a family must be registered at the Parish office and have completed, signed, and submitted the "Verification for Continued Parish Subsidized Tuition" contract (current school family) or the "Request for Parish Subsidized Tuition" contract (newly registered school family). Parish-Subsidized status is reviewed yearly and subject to change.
13. **Returned checks:** If two checks are returned for insufficient funds, St. Michael will no longer accept personal checks and you will be required to pay in cash, with a certified check from a local bank, or through FACTS.
14. I/We understand that the School will not reserve a place for my/our Student(s) for the **2019/2020** School Year until after I/we have returned a completed and signed Tuition Contract, plus the registration and technology fees, and an agreement has been created in FACTS for semi-annual or monthly tuition payments. I/We further understand that my/our Student's eligibility for enrollment is conditioned upon his/her successful completion of the current School Year **and** upon full payment of all Tuition and fees owed for the current and/or prior School Years.
15. I/We understand that the School reserves the right to deny enrollment and/or expel any Student whom it determines is unsuitable for enrollment.