



# SAINT COLUMBKILLE SCHOOL

## A TRADITION OF EXCELLENCE

SPIRIT • SCHOLARSHIP • SERVICE

6740 Broadview Road Parma, OH 44134 216.524.4816

[www.stcolumbkilleschool.org](http://www.stcolumbkilleschool.org)

### 2021-2022 Tuition Payment Agreement

Family Name \_\_\_\_\_

Parents or Guardians \_\_\_\_\_

Address \_\_\_\_\_

City/Zip Code \_\_\_\_\_

Cell Phone (Dad) \_\_\_\_\_ Cell Phone (Mom) \_\_\_\_\_

Person responsible for fees and tuition payments \_\_\_\_\_

Parish where family is registered \_\_\_\_\_

Student Name

Grade in 2021-2022

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tuition Plan Selection (Refer to tuition policy for a definition of the plans offered)

**I agree to pay tuition using the following plan (choose 1)**

- \_\_\_\_\_ Prepayment – Tuition in full by August 1<sup>st</sup> by check or cash
- \_\_\_\_\_ Prepayment – Tuition in full by August 1<sup>st</sup> through FACTS (credit/debit card, direct debit)
- \_\_\_\_\_ 4 Quarterly payments through FACTS (Aug./Oct./Jan./Apr.)\*
- \_\_\_\_\_ 9 monthly payments through FACTS (Aug. 2021 – Apr 2022)\*

\*If you choose a payment plan, you must enroll in FACTS Tuition Management at the following web address [www.factsmgt.com](http://www.factsmgt.com). If a bank account transfer is used there are no additional fees. Please note a fee is charged for paying with a credit/debit card.

**OFFICE USE ONLY**

Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_

Registration Fee Received: \_\_\_\_\_ Technology Fee Received: \_\_\_\_\_

*Please complete other side*

## TERMS AND CONDITIONS

- 1) I agree that all payments owed under this Agreement will be paid by the due date corresponding to the payment method selected above. I understand and agree that, regardless of what payment option is selected, I am personally responsible for the payments and for ensuring that the tuition and fees are paid in full. Should I be late in making any payments, I understand that the following process will be followed:
  - A) I, and the other parents/guardians (if they are not me), will be notified of any payment not received through FACTS Tuition Management.
  - B) A \$10.00 late fee will be assessed per month
  - C) I will be given **30** calendar days to bring the account to current status or meet with school administration to have an adjusted payment agreement approved (not a guarantee and must be in writing and signed by the parish pastor or school principal).
  - D) If, **within 45** calendar days of the initial late payment, the account is not brought to current status, and an adjusted payment agreement is not agreed upon and approved by school administration, the student enrollment may cease at the end of the current quarter, and the school may immediately take any action available and consistent with applicable law in order to collect unpaid tuition owed by me/us including but not limited to limiting access to field trips and extra-curricular activities, withholding academic transcripts, referral to a collection agency, and/or the institution of a civil lawsuit to recover the unpaid balance.
  - E) If you had an adjusted payment agreement and are not following the terms of the agreement, then a payment with 10 business days must be made to bring your account to that particular date
- 2) Any family with an unpaid tuition and/or fees balance for the current school year will not be allowed to register for the following school year and school records, diplomas or transcripts will not be released until the current year's tuition and fees are paid, unless special arrangements have been made in writing and signed by parish pastor.
- 3) Prepaid Tuition will only be refunded in full if written notice of cancellation is received by the school before the first day that classes for the school year are scheduled to start. The registration fees and technology fee are non-refundable.
- 4) Once the school year begins, tuition refunds are made on a as needed 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.
  - a) If your student is transferring to St Columbkille from another school, you are responsible financially for the entire school year.
- 5) The student(s) and student's parents/guardian agree that they and their child(ren) will abide by the policies and guidelines as stated in the St. Columbkille School Handbook
- 6) Returned checks: if one check is returned for insufficient funds, a fee will be charged and the school 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 an approved electronic payment provider (such as FACTS) at the school's discretion.
- 7) I understand that the school will not reserve a place for my child(ren) for the upcoming school year until after I have returned a completed and signed tuition agreement, plus the registration and technology fees, and, if applicable, an agreement has been created in FACTS. I further understand that my child's/ children's eligibility for enrollment is conditioned upon (1) his/her successful completion of the current school year; (2) full payment of all tuition and fees owed for the current and/or prior school years; and (3) acceptance by the school. I understand that the school reserves the right to deny admission or enrollment for any lawful reason.

**By signing below, I agree that I have read and understand all of the terms and conditions contained in this agreement, and I agree to be personally bound by those terms and conditions.**

\_\_\_\_\_  
Parent/Guardian 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian 2

\_\_\_\_\_  
Date