



# Archangel Gabriel Catholic School Tuition & Fees Agreement – 2021-2022

Archangel Gabriel Catholic School Tuition & Fees Agreement – 2021-2022 dated \_\_\_\_\_ is made and entered into between Archangel Gabriel Catholic School (“Archangel Gabriel”) and

\_\_\_\_\_ (collectively, the “Responsible Party”), who is/are the (check one):

(If two parties are listed above, both must sign if they wish to be jointly responsible for this account and have access to it)

Parent (s)     Legal Guardian (s)     other (explain) \_\_\_\_\_

of the following students (collectively, “Student” or “Students”):

Student Name	Grade 2021 - 2022

## Kindergarten – 8<sup>th</sup> Grade Annual Tuition

No. of Children	Cumulative Catholic Rate*	Catholic Rate Per Child*	Cumulative Non-Catholic Rate	Non-Catholic Rate Per Child
<b>1</b>	<b>\$4,820</b>	\$4,820	<b>\$6,266.00</b>	\$6,266.00
<b>2</b>	<b>\$7,712</b>	\$3,856	<b>\$11,278.80</b>	\$5,639.40
<b>3</b>	<b>\$10,122</b>	\$3,374	<b>\$15,978.30</b>	\$5,326.10
<b>4</b>	<b>\$10,122</b>	\$3,374	<b>\$17,544.80</b>	\$4,386.20

*Please enter your total K-8 tuition amount from the table at left*

\$

\*Catholic rates are contingent upon receipt of a completed Pastor Verification form for families who are not members of Archangel Gabriel Parish.

## Preschool Annual Tuition

Age	Number of Days	Full Days	Cost	
<b>3 year old</b>	2 days/week	Tuesday/Thursday	\$3,100	
<b>4 year old</b>	3 days/week	Mon/Wed/Fri	\$3,500	

*Please enter your total Preschool tuition amount from the table at left*

\$

## Fundraising & Volunteering Fees *(applies to K-8 only)*

*Please indicate your preferences below and enter the appropriate amounts in the box at right*

\_\_\_\_\_ I will sell \$550 in fundraising profit.  
(Enter “0” at right)

\_\_\_\_\_ I will buyout fundraising for \$625.00  
(Enter “625.00” at right)

\$

\_\_\_\_\_ I will volunteer 40 hours  
(Enter “0” at right)

\_\_\_\_\_ I will buyout the volunteer hours for  
(Enter “625.00” at right)

\$

+ \_\_\_\_\_

**NOTE:** If no selection is made \$550 in fundraising and 40 volunteer hours will be selected

\$

*See the Sections 1(A) and (C) of this form for buyout due dates and additional details*

TOTAL

<i>BEF</i>	\$ <input type="text"/>	<i>Other</i>	\$ <input type="text"/>
<i>EITC</i>	\$ <input type="text"/>		\$ <input type="text"/>
<i>OSTC</i>	\$ <input type="text"/>	<b>FOR OFFICE USE ONLY</b>	\$ <input type="text"/>

## 1. Payment of Tuition and Fees

### A. Annual payment of entire tuition Paid through FACTS on-line payment system. <https://online.factsmgmt.com/signin/4ML7L>

- Families who make their annual payment once the initial bill is sent by July 2021 will receive a 3% discount. (please contact the school for more information).

### B. FACTS Tuition payments

Families electing to make their tuition payments via FACTS, please note:

- Please enroll in the FACTS tuition plan: <https://online.factsmgmt.com/signin/4ML7L> and select the payment plan that works best for your family.

Please indicate your payment preference below:

\_\_\_\_\_ Full payment via FACTS

\_\_\_\_\_ FACTS Tuition Payments      \_\_\_\_\_ Monthly      \_\_\_\_\_ Quarterly      \_\_\_\_\_ Semi-annually

### **C. Fundraising and Volunteering Obligations** (*applies to K-8 only*).

- **All families with students enrolled in K-8 are required to sell \$550 in fundraising profit.**
  - Those paying by FACTS Tuition, and choosing the fundraising buyout amount of \$625, will have the \$625 distributed over their FACTS payment plan (monthly, quarterly, semi-annually.)
- **All families with students enrolled in K-8 are required to volunteer for 40 hours of service between July 1 2021-June 30 2022.**
  - All volunteers agree to follow the Diocesan safe environment requirements for volunteers.\
  - Those paying by FACTS Tuition, and choosing the volunteer buyout amount of \$625, will have the \$625 distributed over their FACTS payment plan (monthly, quarterly, semi-annually.)
- **Partially Met Fundraising and Volunteer Obligations-** Families electing to participate in volunteering and fundraising must complete their requirements between July 1, 2021-June 30, 2022. If you are short in volunteer hours, you will be assessed the balance at the rate of \$15.63 (625/40) for every hour you are missing. If you are short your fundraising requirement, you will be assessed at \$625 minus the amount you have “fund-raised”. Partially met fundraising and volunteer assessment amounts are due by June 30, 2022. Please note that you can monitor both your volunteer hours and fundraising amounts throughout the school year. Fundraising dollars and volunteer hours are updated at the close of each quarter when report cards are distributed to students. Please report any discrepancies within two weeks of the last day of the quarter.

## **2. Year End Account Balance**

Any remaining account balance mentioned above, including but not limited to assessments for partially met volunteer and fundraising requirements, buyout fees, cafeteria fees, damaged iPad fees, extended day fees, as well as any other fees that may be assessed, must be received by Archangel Gabriel on or before June 30, 2022/last day of school unless special arrangements have been made in writing and signed by the Business Manager and the Principal. Failure to pay any amount required herein, including without limitation the foregoing, by June 30, 2022 shall result in the following:

- Child(ren) will not be re-admitted for the next school year.
- If you have already enrolled your child(ren) for next year, the space(s) being reserved for them may be given to a child(ren) on a waiting list.
- Child(ren) cannot be admitted to another Catholic elementary, middle or high school.
- Transcripts will not be forwarded to other schools until balances are paid in full.
- Families of 8<sup>th</sup> grade students must be current in their financial obligations in order to participate in the 8<sup>th</sup> grade class trip.

## **3. Withdrawal**

If a Student is withdrawn for any reason other than a request by Archangel Gabriel or mutual agreement during the school year, a written and signed notice of withdrawal (with the date of withdrawal) must be received by Archangel Gabriel a minimum of 7 calendar days before the effective date of withdrawal. In connection with withdrawal, Tuition and Fees listed on page 1 of this document (including Fundraising and Volunteer Fees) are owed to Archangel Gabriel on a “prorated” basis, using the same criteria as outlined in the Prorated Tuition policy below.

## **4. Pro-rated Tuition**

- For children beginning school after the start of the school year, tuition and fees, fundraising buyouts, fundraising requirements and volunteer hours will be prorated by the Principal and Advancement Director.
- (K-8): Within a reasonable period of time, and upon receipt of a “written notice of withdrawal”, a refund of prepaid tuition and fundraising “buyouts” (if applicable) will be made after allowing for time for funds to be received by Archangel Gabriel and to “clear” the remitter’s bank account. The refund will be based upon the 180 day school calendar (1/2 days count as full days) and the amount refunded will be prorated based upon the days that school was in session.

The prorated amount “earned” by Archangel Gabriel will extend until the effective date of the “notice of withdrawal” or the child’s last day of school, whichever is later. If no notice is given, then the amount “earned” by the school will extend through the 7<sup>th</sup> calendar day beyond the child’s last date of attendance.

- (Preschool): A refund of prepaid tuition will be made under the same terms as K-8, but will be based upon the total number of calendar days in which preschool planned to hold sessions during the school year.
- Any refunds given for either K-8 or Preschool will not include registration fees, FACTS Tuition fee, late fees, bounced check charges, excess volunteer hours worked, excess fundraising “profit” earned etc.

## 5. Registration Fee

- When submitting a completed Application for Admission, payment of a non-refundable registration fee in the amount of \$100.00 per family is required for **Pre-K-8** applicants.
- **The registration fee is non-refundable for any reason, including but not limited to, a denial of a student’s application.**

## 6. Catholic Family Tuition Rates

To qualify for Catholic Family Tuition Rates, a family must be registered at a Catholic Parish and worship regularly. Families who are not members of Archangel Gabriel Parish must submit a completed, signed Pastor Verification Form to be eligible for the Catholic tuition rates.

## 7. Financial Aid, Scholarships, Grants

**No monetary aid is guaranteed.** Aid received through the Diocese is generally through the FACTS Grant & Aid program, Bishop’s Education Fund (BEF), and Tax Credit (EITC & OSTC) funds. Any money received on behalf of a student will be applied to the family’s account equally throughout the remainder of the school year. Please visit our website: [www.archangelgabrielpgh.org/tuition-tuition-assistance](http://www.archangelgabrielpgh.org/tuition-tuition-assistance). We encourage all PreK-grade 8 families to apply.

## 8. Returned Checks

All returned checks will incur a fee of \$25.00. If two checks are returned for insufficient funds, Archangel Gabriel will no longer accept personal checks and you will be required to pay in cash or with a certified check.

## 9. Acceptance of Enrollment

- I/We understand that a place will be reserved for our Student(s) only if this form, the registration fee and other required registration documents are submitted and other conditions of enrollment are met.
- I/We understand that acceptance of enrollment depends on Student’s successful completion of the current school year and on full payment of all tuition and fees for the current and/or prior school years.
- I/We understand that all Students are admitted on a 45-day probation period. Archangel Gabriel at its sole and only discretion may shorten or lengthen this probation period. Archangel Gabriel reserves the right to deny enrollment and/or expel a Student whom it determines is unsuitable for enrollment.

## 10. Contact Information

If both parents wish to have access to financial information regarding their tuition account with Archangel Gabriel, both must sign this agreement and be added to the FACTS Tuition account, (if applicable). Otherwise, in order to gain access to this information later, the parent not signing this agreement will need a letter of approval from a parent who originally signed this agreement.

**I/We, the Responsible Party, have read and understand the terms and conditions of this Agreement, for the enrollment of Student(s) for the 2021-2022 school year. 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:**

1. \_\_\_\_\_  
Signature of Parent/Legal Guardian/Other \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_  
Print Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_ Email Address \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
Signature of Parent/Legal Guardian/Other \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_  
Print Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_ Email Address \_\_\_\_\_  
\_\_\_\_\_