



*This form must be completed and returned by April 1, 2020 Please retain a copy for your records.
Along with your 2020-2021 registration fees*

STUDENT NAME: _____

GRADE LEVEL: _____

STUDENT NAME: _____

GRADE LEVEL: _____

STUDENT NAME: _____

GRADE LEVEL: _____

STUDENT NAME: _____

GRADE LEVEL: _____

Section I. Tuition and Fees:

<p>K-8th, Actual Cost of education at St. Francis School (\$10,296 per student) This includes: \$100 Technology Fee, \$100 Field Trip Fee, and \$50 PSO Fee Our family will pay the Actual Cost of educating my child.</p>	\$ _____
<p>K-8th, Standard Tuition (\$8,618 per student) This includes: \$100 Technology Fee, \$100 Field Trip Fee, and \$50 PSO Fee Our family will pay the Standard tuition rate.</p>	\$ _____
<p>K-8th, Parish Member Tuition (\$7,189 per student) This includes: \$100 Technology Fee, \$100 Field Trip Fee, and \$50 PSO Fee Our family qualifies for and will pay the Parish Member tuition rate.</p>	\$ _____
<p>Preschool, Full-Day Tuition (\$6,950.00 per student)</p>	\$ _____
<p>Preschool, Half-Day Tuition (\$4,950.00 per student)</p>	\$ _____
<p>Total</p>	\$ _____

Initials _____

"Spiritual, moral and academic excellence under the patronage of St. Francis of Assisi."

Section II. Payment:

Parish Subsidy (not available for preschool students)

A qualifying parishioner may apply for parish subsidy in the amount of \$1,404 per student. In order to be approved for the parish member tuition rate, a parishioner must submit a written application to the parish office and it must be approved by the Parish Pastor. In order to qualify for the subsidy regular mass attendance and participation in parish ministries are required. ***The deadline for applying for parish investment is March 6th, 2020.*** Parishioners with the means are encouraged to donate their parish allowance to the school in the form of a tax-deductible contribution.

Payment Method

Online tuition management account hosted by FACTS (factsmgt.com). The FACTS system includes options for payment by check, automatic withdrawal or credit card. All families must register in FACTS using a current method of payment.

SELECT AVAILABLE PAYMENT OPTIONS (one box must be checked)
<input type="checkbox"/> Pay tuition in full by August 5 th , 2020.
<input type="checkbox"/> Pay tuition in four (4) equal payments during the school year (August 5 th , November 5 th , February 5 th , May 5 th).
<input type="checkbox"/> Pay tuition over ten months (billed July 2020 – April 2021). Payments are due on the 5 th of each month.

Payment via FACTS

Payments via FACTS will be processed on the 5th of the month they are due unless prior alternative arrangements are made with the school office. If the 5th is a Saturday, Sunday or holiday, the payment will occur on the next business day. If an attempted payment is returned NSF (“Not Sufficient Funds”), you may be assessed an additional service charge by your bank or by FACTS.

Past Due Accounts

Accounts that are not paid by 5:00 PM on the 5th of the month (or if the 5th is a Saturday, Sunday or holiday, by 5:00 PM the next business day) will be assessed a \$50 late fee unless prior alternative arrangements have been made with the school office.

Account Payment Policy

Initials _____

"Spiritual, moral and academic excellence under the patronage of St. Francis of Assisi."

Accounts for students in grades preschool-seventh must not be past due in order to register for the upcoming academic year. Accounts must be paid in full by June 20th or the contract for the upcoming academic year will be suspended until paid. No student will be allowed to enroll until the prior year school account balance is paid in full except upon approval by the Parish Pastor and the Principal. All accounts for students in eighth grade must be paid in full prior to graduation in order to graduate.

Special Circumstances

The school realizes that families sometimes have unforeseen financial situations which may cause school accounts to go unpaid. If a family finds itself in such a situation, arrangements to pay any outstanding account balance via an approved payment plan should be made with the Principal on or before the due date of the next scheduled payment to avoid late fees. An approved payment plan is a written document that is approved by the Parish Pastor and Principal, is signed by all parties and which addresses the student(s) current and future payment responsibilities under this Agreement.

Section III. Unconditional Promise to Pay:

I understand that the expenses of the school do not diminish with the departure of a student during the course of the academic year and that my obligation to pay tuition and other fees is unconditional after acceptance of this contract by St. Francis School, or by June 20, 2021, whichever is earlier. In the event I withdraw my student(s) prior to the end of the academic year I will be responsible to pay tuition through the end of the month in which I withdraw. ***I also understand that no portion of the tuition cost paid or outstanding will be refunded or canceled in the event of withdrawal of my student(s).*** I agree to pay, to the extent permitted by law, the school's expenses for enforcement and collection of tuition, fees and related expenses, including without limitation, attorney's fees and costs, if I fail to make timely payments.

Section IV. Waiver:

Collection of tuition and other fees may be waived only upon the sole discretion of the Pastor and Principal. Waiver may be granted in the following cases: (1) the family relocated their residence more than 50 miles from St. Francis Catholic School; (2) the student is expelled by the school; (3) financial hardship that extends beyond actively seeking financial assistance and is approved by the Pastor and Principal; and (4) a disability for which the Pastor and Principal determine the school cannot meet the needs of the child. All other withdrawal or cancellation requests must be in writing and received ***in the office*** prior to July 31, 2020 to be eligible for waiver of responsibility under this contract.

Section V. Rules and Regulations:

I agree to accept the rules, regulations and policies contained within the St. Francis Catholic School Family Handbook and make them a part of this contract. St. Francis School Catholic reserves the right to make changes to its rules, regulations, policies and Family Handbook at any time.

Section VI. Understanding and Acceptance:

Initials _____

"Spiritual, moral and academic excellence under the patronage of St. Francis of Assisi."

I have initialed each page of this contract to signify that I have read and understand it. I hereby accept the reserved places offered by St. Francis Catholic School for my student(s) during the 2020-2021 academic year and I agree to pay the amount specified in the Parent Tuition Contract above. **By signing below I agree to the terms stated in this Parent Tuition Contract and Addendum. The registration fee is non-refundable.**

PARENT or LEGAL GUARDIAN
FINANCIALLY RESPONSIBLE FOR
STUDENT:

ACCEPTED by St. Francis Catholic School:

Parent or Legal Guardian Signature

Date

School Representative

Date

Parent or Legal Guardian Signature

Date

**PARENT or LEGAL GUARDIAN FINANCIALLY
RESPONSIBLE FOR STUDENT:**

ACCEPTED by St. Francis Catholic School:

Parent or Legal Guardian Signature

Date

School Representative

Date

Print Name of Parent or Legal Guardian

Initials _____

"Spiritual, moral and academic excellence under the patronage of St. Francis of Assisi."

Addendum I. Additional Terms and Conditions:

Policy on Share Hours (*Kindergarten – eighth grade only*)

In order to assist with tuition costs, all parents are expected to be involved in helping care for the school community. Each hour worked counts as one share hour. Each family is expected to contribute the total required share hours and submit the report to the school office. The share hour requirements are as follows:

- a) A 2-parent household must contribute a total of 20 share hours, 10 of which must be used for auction related tasks; a single-parent household is required to contribute 10 share hours, 5 of which must be used for auction related tasks.
- b) Families paying tuition equal to the actual cost of education at St. Francis School (\$10,296) may choose to be exempt from share hour requirements.
- c) Any parent not wishing to contribute his/her share hours will be assessed a \$50 per hour charge for uncompleted share hours. Auction hours may not be bought out. Any unfulfilled auction hours will be billed 2 months after the auction. All other share hours will be billed on your June statement

Initials _____

"Spiritual, moral and academic excellence under the patronage of St. Francis of Assisi."