

St. Clare of Montefalco Preschool

16231 Charlevoix, Grosse Pointe Park, MI 48230
(313) 647-5100 Fax: (313) 647-5105

2019-2020 TUITION CONTRACT

Payment of Tuition & Assessment Fee

1. No Family will be allowed to register if they have an outstanding balance on Tuition, Latchkey or other assessed fee, from a previous year. School records or end of year preschool report cards not be released until all Tuition and/or other charges are paid in full.
2. A Registration Fee of \$150 (non-refundable) must be included with the following:
 - a. Completed Registration Form (including birth certificate and immunizations)
 - b. New families must register with FACTS Management on the school website. Current families will register thru the school office.
 - c. Signed Tuition Contract (sign bottom of this form)
3. A late fee of \$30 will be assessed if payments are received late (see FACTS agreement). If ACH or Credit Card payments are denied and results in a late payment, a late fee will be added to your payment.
4. A Returned Payment Fee of \$35 will be automatically assessed for all returned payments (e.g. non-sufficient funds). If two checks are returned St. Clare will no longer accept personal checks and you will be required to pay in cash, money order or certified check.
5. School Records and Report Cards will be held at the end of the year if there is an outstanding balance on your account(s).
6. When we return in January from Christmas break all tuition must be up to date. Families may be excluded from school if tuition payments are not current.
7. **ALL PRESCHOOL FAMILIES MUST REGISTER WITH FACTS TUITION MANAGEMENT!**

Refunds

If a student is asked to leave or withdraw from St. Clare Preschool, the undersigned is responsible for the prorated annual tuition through the end of the month in which the student withdraws.

General Terms and Conditions

It is further understood that the student and students' parent/guardians, will abide by the policies and guidelines as documented in the St. Clare Preschool Handbook.

PAYMENT PLANS

St. Clare offers the following Payment Plans. Please choose one.

___ **OPTION 1 - SINGLE PAYMENT PLAN.** The entire amount is due on or before September 1st. Payment can be made in the office or online through FACTS.

___ **OPTION 2 - TWO PAYMENT PLAN.** Tuition is paid in two installments. The first installment is due on or before September 1st, and the second installment is due on or before January 1st. Payment can be made in the office or online through FACTS.

___ **OPTION 3 - MONTHLY PAYMENT PLAN via AUTOMATIC WITHDRAWAL.** Payments will begin in August and end in May. Automatic withdrawal is made from a checking or savings account on the 5th, 20th or end of the month. Credit card payments can also be made.

___ **OPTION 4 - BI-MONTHLY PAYMENT via AUTOMATIC WITHDRAWAL.** Payments will begin in June and end in March. Two payments will be automatically withdrawn from a checking or savings account. You may choose the 5th, 20th or last days of the month. Credit card payments can also be made.

NEW families must register on line with FACTS Tuition Management. Please go to www.stclareschool.net and click on the registration link. *Please Note: If you select Option 1 or Option 2 and payment is not made by the due date, tuition must then be made through the monthly FACTS plans of either Options 3 or 4. A FACTS tuition verification must be provided within fifteen (15) days after the due date.

This agreement is made and entered into between St. Clare of Montefalco Catholic School and all responsible parties as signed below and dated.

Father's Name (please print) _____

Father's Signature _____ Date _____

Mother's Name (please print) _____

Mother's Signature _____ Date _____

Guardian's Name (please print) _____

Guardian's Signature _____ Date _____

PLEASE NOTE

All new families registering for the 2019-2020 school year must register with FACTS Tuition Management. This is mandatory per the Archdiocese. We can make no exceptions to this rule.