



St. Francis School

Parent Tuition Contract: Academic Year 2017-2018

This form must be completed and returned by May 26th, 2017. Please retain a copy for your records.

STUDENT NAME: _____

GRADE LEVEL: _____

STUDENT NAME: _____

GRADE LEVEL: _____

STUDENT NAME: _____

GRADE LEVEL: _____

STUDENT NAME: _____

GRADE LEVEL: _____

In our effort to keep tuition affordable for all students, we offer tuition rates as specified below.

A parish allowance is available for families that qualify, however each family is encouraged to pay the actual cost of education or the 2017/2018 tuition. Any amount paid above your approved tuition level qualifies for a tax-deductible contribution. Your family's generosity narrows the educational cost gap while also providing critical tuition assistance to students in need. Thank you for your partnership.

Section I. Tuition and Fees:

Tuition

- Actual cost of education at St. Francis (\$8,323 per student)** \$ _____
 - Our family will pay the actual cost of educating my child which includes the \$6,684 full tuition and a tax-deductible donation of either \$3,161 (with approved parish allowance) or \$1,639 (without approved parish allowance).
 * Families selecting this option are **exempt from all yearly share hour requirements.**
- 2017/2018 Tuition (\$6,684 per student) \$ _____
 - Our family will pay the full tuition which includes a tax-deductible donation of either \$1,522 (with approved parish allowance) or \$0 (without approved parish allowance).
- Parish Allowance Tuition (\$5,162 per student) \$ _____
 - Our family qualifies for and will pay the parish approved tuition.

Plus:

- Parent Service Organization Dues (\$30 per family) \$ _____
- Technology Fee (\$50 per student) \$ _____
- K thru 5 Trip Fee (\$100 per student) \$ _____
- Sixth Grade Trip Fee (\$300 per student) \$ _____
 -Outdoor School
- Seventh Grade Trip Fee (\$300 per student) \$ _____
 -Bend fieldtrip
- Eighth Grade Trip Fee (\$400 per student) \$ _____
 -Ashland fieldtrip
- Eighth Grade Sweatshirt (\$40 each) \$ _____
- Optional Tax Deductible Donation in the Amount of: \$ _____

Less:

- Multiple Child Discount (\$400 for each additional student after the first) (\$ _____)

Total Annual Partnership for Family: \$ _____

** Your non-refundable tuition deposit of \$500 must be included with this form to reserve your students' place for the 2017-2018 academic year. This deposit will be deducted from your final tuition payment of 2018.*

Initials _____

Section II. Payment:

Parish Allowance

A qualifying parishioner may apply for a parish allowance in the amount of \$1522 per student which includes a \$1025 parish subsidy and an additional parish member discount of \$497. In order to be approved for the parish allowance a parishioner must submit a written application to the parish office and it must be approved by the Parish Pastor. ***The deadline for applying for a parish subsidy is April 7th, 2017.*** Parishioners are encouraged to donate their parish allowance to the school in the form of a tax deductible contribution.

Payment Method

The sole acceptable method of tuition payment is via an online tuition management account hosted by FACTS (factsmgt.com). The FACTS system includes options for payment by check, automatic withdrawal or credit card.

SELECT AVAILABLE PAYMENT OPTIONS (one box must be checked)

- Pay tuition in full by September 5th, 2017. If selected, you will receive a 1% tuition discount.
- Pay tuition in 4 equal payments during the school year (August 5th, November 5th, February 5th, May 5th).
- Pay tuition over ten months (billed August 2017 – May 2018). Payments are due on the 5th of each month.

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 July 31, 2017, 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 and for a period of three (3) additional months. ***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 the 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 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, 2017 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 School Parent/Student Handbook and make them a part of this contract. St. Francis School reserves the right to make changes to its rules, regulations, policies and Parent/Student Handbook at any time.

Section VI. Understanding and Acceptance:

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 School for my student(s) during the 2017-2018 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. I understand that my \$500 tuition deposit submitted with this signed contract is non-refundable.**

PARENT or LEGAL GUARDIAN FINANCIALLY RESPONSIBLE FOR STUDENT:

ACCEPTED by St. Francis School:

Parent or Legal Guardian Signature

Date

School Representative

Date

Print Name of Parent or Legal Guardian

Initials _____

Addendum I. Additional Terms and Conditions:

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 PM on the 5th of the month (or if the 5th is a Saturday, Sunday or holiday, by 5 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

Accounts for students in grades K-7 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 8th 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.

Withdrawal of Student(s)

If you withdraw your student(s) prior to the end of the academic year you will be responsible for payment of tuition through the end of the month in which you withdraw and for a period of three (3) additional months.

Policy on Share Hours

In order to control 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 40 share hours, 10 of which must be used for auction related tasks; a single-parent household is required to contribute 20 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 (\$8,323) are 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. Any unfulfilled share hours in which you are charged will appear on your June statement. Auction hours may not be bought out.

Initials _____