



*This form must be completed and returned by March 7, 2022 Please retain a copy for your records.*

STUDENT NAME: \_\_\_\_\_ GRADE LEVEL: \_\_\_\_\_

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**Section I. Tuition and Fees:**

**K-8 Tuition:**

\_\_\_ **Super Donor: \$10,708 per student** This includes: \$100 Technology Fee, \$100 Field Trip Fee, and \$50 PSO Fee and will waive your required volunteer hours

\_\_\_ **Standard Tuition: \$8,963 per student** This includes: \$100 Technology Fee, \$100 Field Trip Fee, and \$50 PSO Fee

\_\_\_ **St. Francis Parish Member Discount: \$7,477 per student** This includes: \$100 Technology Fee, \$100 Field Trip Fee, and \$50 PSO Fee. Must apply and requalify each year. Must be registered at St. Francis Parish and actively attend weekly Sunday Mass.

\$ \_\_\_\_\_

**Tuition Assistance: Need Based and Varies per family**  
Must apply and qualify through FACTS

\$ \_\_\_\_\_

**Other:**

\$ \_\_\_\_\_

**Preschool Tuition:**

\_\_\_ **Full-Day: \$6,950.00 per student**

\_\_\_ **Half-Day: \$4,950.00 per student**

\$ \_\_\_\_\_

**Total**

\$ \_\_\_\_\_

Initials \_\_\_\_\_

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

## Section II. Payment:

### **St. Francis Parish Discount** *(not available for preschool students)*

Qualifying St. Francis parishioners may apply for the parish discount in the amount of \$1,429 per student (8,618-1,429=\$7,189). In order to be approved for the parish member discount, 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 parish discount, regular mass attendance and participation in parish ministries are required. ***The deadline for applying for parish discount is March 5th, 2022.*** 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 <https://online.factsmgt.com/signin/4CQFM>. 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 5th, 2022.
<input type="checkbox"/> Pay tuition in four(4) equal payments during the school year (August 5th, November 5th, February 5th, May 5th).
<input type="checkbox"/> Pay tuition over ten months (billed July 2021-April 2023). Payments are due on the 5th of each month.

### **Payment via FACTS**

Payments via FACTS will be processed on the 5<sup>th</sup> of the month they are due unless prior alternative arrangements are made with the school office. If the 5<sup>th</sup> is a Saturday, Sunday or holiday, the payment will occur on the next business day. If an attempted payment is returned by 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 5<sup>th</sup> of the month (or if the 5<sup>th</sup> 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**

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 20<sup>th</sup> 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**

Initials \_\_\_\_\_

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 30, 2021 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:**

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 2022-2023 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:

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

ACCEPTED by St. Francis Catholic School:

\_\_\_\_\_  
School Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent or Legal Guardian

Initials \_\_\_\_\_

**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 \_\_\_\_\_