

## **TUITION CONTRACT**

This agreement ("Agreement") dated \_\_\_\_\_ is made and entered into between St. Sebastian Catholic School and \_\_\_\_\_, who is/are the (check one): \_\_\_\_\_ (name)

(check one):

- Parent (s)
- Legal Guardian (s)
- Other (explain)

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of the following Students:

<u>Name</u>	<u>Grade</u>
_____	_____
_____	_____
_____	_____
_____	_____

(List all students by name and grade)

### **Payment of Tuition:**

1. The undersigned agrees to pay tuition for the entire School Year (August through June) in the amount of \_\_\_\_\_ ("Tuition").  
Parents shall select a payment plan for Tuition from among the options set forth in Appendix 1 ("Payment Plan"). All Tuition payments shall be made in accordance with the payment plan.
  
2. If a Tuition payment is thirty (30) calendar days overdue, St. Sebastian Catholic School may impose any or all of the following sanctions, at the School's sole discretion, unless special payment arrangements have been made in writing signed by the School Principal or administration. Sanctioned actions include:
  - a. Assess late fees
  - b. Withholding Academic Records
  - c. Disallowing Student's participation in sports or other school activities
  - d. Withdrawing Student from class participation
  - e. Withdrawing Student from school
  - f. Use a collection agency
  - g. File a claim in court

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3. A family with an unpaid balance for the current school year may not register for the following school year until the tuition for the current school year is paid in full, unless special arrangements have been made in a writing signed by the Pastor. School records, diplomas or transcripts will not be released until all tuition and other charges have been paid in full.

### **Refunds:**

4. If the Student is withdrawn, for any reason other than request by St. Sebastian Catholic School or mutual agreement, during the school year, remaining tuition through the end of the year must be paid in full unless the School principal or administrator agrees in writing to refund a portion of the remaining tuition. Otherwise there will be no refund, credit or reduction for withdrawal, absences, vacations, snow days, illnesses, holidays or moving.
5. If a Student is asked to leave or withdraw from the School, the undersigned is responsible for the prorated annual Tuition through the end of the month in which the Student withdraws.
6. Prepaid Tuition will be refunded in full only if cancellation is made, in writing to the School, within fifteen (15) calendar days prior to the first day classes are scheduled to start.

### **General Terms and Conditions:**

7. Prior to completing the registration process, payment of a non-refundable registration fee in the amount of one hundred fifty dollars (\$150.00) is required. The registration fee is non-refundable for any reason, including but not limited to, a denial of a student's application.
8. The term and conditions of the School's enrollment and other policy information which may be provided to the student are hereby incorporated into this Agreement by reference.
9. It is further understood, that the Student and Student's parents/guardians will abide by the policies and guidelines as documented in the School handbook.
10. To qualify for CATHOLIC FAMILY TUITION RATES, a family must be registered at a Catholic Parish, worship regularly, participate in Parish activities, and participate in Parish/ St. Sebastian Catholic School fundraising.

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- 11. Service hours-All families with students enrolled in St. Sebastian Catholic School Kindergarten through 8<sup>th</sup> grade are expected to participate in 25 hours of service by June 1, 2011.  
Families whose only student is enrolled in St. Sebastian Catholic School Preschool are expected to participate in 10 hours of service by June 1, 2011. Those families who cannot participate in service time have the option of buying their service time hours at a rate of \$10.00 per hour. Any service hours not completed will be charged a \$10.00 per hour fee.
  
- 12. Returned checks: All returned checks will incur a fee of \$25.00. If two checks are returned for insufficient funds, the School will no longer accept personal checks and you will be required to pay in cash, with a certified check from a local bank, or through F.A.C.T.S.
  
- 13. I/We understand that a place will be reserved for our Student (s) only if this form and the registration fees are submitted with this Agreement. 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.
  
- 14. I/We understand that the School reserves the right to deny enrollment and/or expel a student whom it determines is unsuitable for enrollment.

**I/We, the undersigned, have read and understand the Terms and Conditions of this Agreement, for the enrollment of Student (s) for the 2010-2011 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.**

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

\_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

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

\_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

## TUITION CONTRACT

Appendix 1

### **PAYMENT PLAN ALTERNATIVES**

The School offers the following Payment Plans. Please choose one:

( ) **OPTION 1 – SINGLE PAYMENT PLAN.** The entire amount is due on or before June 1, 2010. A 2 % reduction in Tuition is offered to any Family paying in full by the due date, which discounted amount shall be \$\_\_\_\_\_. The discount will be forfeited if Tuition is not paid in full by the date set forth herein.

( ) **OPTION 2 – TWO PAYMENT PLAN.** Tuition is paid in two installments. The first installment is due on or before June 1, 2010, and the second installment is due on or before September 17, 2010. A 1 % reduction in Tuition is offered to any Student paying in full by the due date, which discounted amount shall be \$\_\_\_\_\_. The discount will be forfeited if Tuition is not paid in full by the date set forth herein.

( ) **OPTION 3 – MONTHLY PAYMENT PLAN via AUTOMATIC WITHDRAWAL.**

An initial payment of \$\_\_\_\_\_ is due on \_\_\_\_\_ and the remaining Tuition will be paid through the F.A.C.T.S monthly payment plan. Automatic withdrawal is made from a checking or savings account on the \_\_\_\_\_ of each month beginning \_\_\_\_\_ and ending \_\_\_\_\_. **PLEASE READ THE F.A.C.T.S POLICY INFORMATION CAREFULLY FOR POSSIBLE ADDITIONAL FEES.**

Please Note: If you select Option 1 or Option 2 and payment is not made by the due date, Tuition payments must then be made through the monthly F.A.C.T.S plan and a F.A.C.T.S Tuition Verification must be provided within fifteen (15) days after the due date. Failure to do so will result in sanctions under paragraph 2 of the Tuition Contract above.

If payment is made through the F.A.C.T.S plan, the F.A.C.T.S Tuition Enrollment form must be completed online and a F.A.C.T.S Tuition Verification (copy of enrollment) must be attached to this Agreement.