



# St. Francis School

## Family Tuition Contract: Academic Year 2018-2019

*This form must be completed and returned by May 25<sup>th</sup>, 2018. Please retain a copy for your records.*

STUDENT NAME: _____	GRADE LEVEL: _____
STUDENT NAME: _____	GRADE LEVEL: _____
STUDENT NAME: _____	GRADE LEVEL: _____
STUDENT NAME: _____	GRADE LEVEL: _____

We are in the process of aligning our tuition rates with the Archdiocese’s new *Strategic Plan for Catholic School Education in the Archdiocese of Portland* (2018). Similarly, we are committed to growing our St. Francis School tuition assistance program as well, and are further motivated by Archbishop Sample’s challenge that **“No Catholic child will be denied the opportunity to receive a Catholic education simply because of cost.”** If your concern is financial, please come meet with me (*Principal Summer*)!

The Parish Member tuition rate is available for families that qualify, however each family is encouraged to pay the Actual Cost of education or the Standard tuition rate. Any amount paid above your approved tuition level may qualify for a tax-deductible contribution. Your family’s generosity narrows the educational cost gap while also providing essential tuition assistance to students in need. Thank you for your partnership.

**Section I. Tuition and Fees:**

**Tuition:**

<input type="checkbox"/> <b>Actual Cost of education at St. Francis School (\$9,995.78 per student)</b>	\$ _____
Our family will pay the Actual Cost of educating my child, which includes the \$7,887.12 Standard tuition and a tax-deductible donation of either \$3,904.62 (with approved parish investment) or \$2,108.66 (without approved parish investment). <i>In lieu of tax-deduction claim, families selecting this option may choose to be exempt from all yearly share hour requirements.</i>	
<input type="checkbox"/> Standard Tuition (\$7,887.12 per student)	\$ _____
Our family will pay the Standard tuition rate, which includes a tax-deductible donation of \$1,795.56 (with approved parish investment) or \$0.00 (without approved parish investment).	
<input type="checkbox"/> Parish Member Tuition (\$6,091.16 per student)	\$ _____
Our family qualifies for and will pay the Parish Member tuition rate.	

**Fees:**

<input checked="" type="checkbox"/> Parent Service Organization Dues (\$30 per family)	\$ _____ 30.00 _____
<input type="checkbox"/> Technology Fee (\$50 per student)	\$ _____
<input type="checkbox"/> K through 5 <sup>th</sup> Grade Trip Fee (\$100 per student)	\$ _____
<input type="checkbox"/> Sixth Grade Trip Fee (\$300 per student) Outdoor School	\$ _____
<input type="checkbox"/> Seventh Grade Trip Fee (\$300 per student) Bend Field Trip	\$ _____
<input type="checkbox"/> Eighth Grade Trip Fee (\$400 per student) Ashland Field Trip	\$ _____
<input type="checkbox"/> Eighth Grade Sweatshirt (\$40 each)	\$ _____
<input type="checkbox"/> Optional Tax Deductible Donation in the Amount of:	\$ _____

**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 2018-2019 academic year. This deposit will be deducted from your final tuition payment of 2019.**

Initials \_\_\_\_\_

**Section II. Payment:**

**Parish Investment**

A qualifying parishioner may apply for parish investment in the amount of \$1795.96 per student which includes a \$1025 parish subsidy and an additional parish member discount of \$770.96. 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. ***The deadline for applying for parish investment was April 27<sup>th</sup>, 2018. Please contact the office for extension information.*** Parishioners with the means are encouraged to donate their parish allowance to the school in the form of a tax-deductible contribution.

**Payment Method**

The most 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.

<b>SELECT AVAILABLE PAYMENT OPTIONS (one box must be checked)</b>	
<input type="checkbox"/>	Pay tuition in full by August 5 <sup>th</sup> , 2018.
<input type="checkbox"/>	Pay tuition in four (4) equal payments during the school year (August 5 <sup>th</sup> , November 5 <sup>th</sup> , February 5 <sup>th</sup> , May 5 <sup>th</sup> ).
<input type="checkbox"/>	Pay tuition over ten months (billed July 2018 – April 2019). Payments are due on the 5 <sup>th</sup> of each month.
<input type="checkbox"/>	Pay tuition over twelve months (billed July 2018 – June 2019). Payments are due on the 5 <sup>th</sup> 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 by July 31, 2019, 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, 2018 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 Family Handbook and make them a part of this contract. St. Francis School 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 School for my student(s) during the 2018-2019 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 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 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 5<sup>th</sup> of the month (or if the 5<sup>th</sup> 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 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**

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 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 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 ((\$9,995.78) may choose to be exempt from share hour requirements, in lieu of tax-deduction claim.
- 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 \_\_\_\_\_