



Tuition Collection Policy

PRESCHOOL THROUGH GRADE 12

WE PRAY! WE LEARN! WE ACHIEVE!

It is the goal of St. Patrick School to work with each family to provide a Catholic education for their child(ren). We understand that many families are sacrificing to invest in their child(ren)'s education. It is important to recognize that St. Patrick Parish also invests significant dollars into the ministry of Catholic education. Therefore, it is critical to the financial health of the school (and school families) that there is open and honest communication about timely tuition payments. We assure you that your family's financial information will be kept confidential.

St. Patrick School provides multiple tuition payment options which are outlined below. All families will be required to sign a tuition contract, and will be **expected** to meet their tuition obligation per the signed contract. **If at any time during the year, you are unable to meet a tuition payment, it is your responsibility to contact the St. Patrick Parish business office to make alternate arrangements. We are willing to work with families if they contact us before outstanding/delinquent tuition becomes an issue.** If there are any bank fees associated with automatic withdrawals, late fees, returned checks, NSF notices, collection fees etc., the amount of service charge/fees will be added to the family's tuition bill.

Keeping tuition costs reasonable is the responsibility of all, and the St. Patrick School budget does not include money to cover costs associated with late and delinquent tuition and tuition collection costs. When tuition payments are late, it jeopardizes the solvency of the school for all.

The parish is willing to provide additional support to families through scholarships and endowment grants. Families are encouraged to contact the parish business office/pastor to discuss their individual financial need. There are also scholarships available from the Diocese of Grand Rapids. All scholarship applications must be submitted to Smart Aid for processing to establish need. After the initial deadline, awards are given on a first-come, first-serve basis.

Tuition: There are five tuition payment options available as outlined below.

- All accounts are payable via ACH (directly deducted from your savings or checking account) or credit card (2.75% convenience fee assessed) unless other arrangements are made with the St. Patrick Parish business office. Bank account information will be provided to Smart Tuition.
 - Tuition payments are due on the 5th 15th or 25th of the month according to the plan selected.
 - Total tuition is divided evenly between each payment for all plans involving more than one payment.
- A.) **PAY IN FULL** total tuition due in August 2018 · no SMART fee
 - B.) **TWO PAYMENTS** due in August 2018 and January 2019 · no SMART fee
 - C.) **FOUR PAYMENTS** due in August 2018, October 2018, January 2019, and March 2019 · \$35.00 SMART fee due in the first billing month
 - D.) **TEN PAYMENTS** starting in July 2018 and ending in April 2019 · \$35.00 SMART fee due in the first billing month
 - E.) **OTHER** You **MUST** contact the St. Patrick Parish business manager for approval before submitting this form · \$35.00 SMART fee if more than two payments · If you are on a plan not outlined above, it may rollover into 2018-19 differently, please contact the school office or login into SMART Tuition to verify.

Collection Procedure:

- A.) If you encounter financial difficulty, and will be unable to meet a payment, you must notify the St. Patrick Parish business manager **before** the payment date so alternate arrangements can be made.
- B.) If there are insufficient funds in your account on your due date, your account will become past due.
- C.) If an account is not current, the Infinite Campus Portal will be disabled and grade reports will be held if applicable.
- D.) If after 14 calendar days with a past due balance you have not made contact with the business manager, **a past due notice** will be mailed including a date in which you must make contact by. If no contact is made by this date, **a final past due notice** will be mailed including a date in which you must make contact by. If no contact is made by this final contact date, your child(ren) will not be allowed to be enrolled in the school. The school office will call the parent/guardian to arrange for the child(ren) to be picked up.

The parent/guardian is fully responsible for making contact with the business manager in the event that a payment will not be made by the due date.

St. Patrick School 2018-2019 Tuition Contract/Registration Form

SECTION A (must complete this section)

Student Resides with: (Last Name) _____ (First Name) _____

Person responsible for tuition: (Last Name) _____ (First Name) _____

Address _____

Phone Numbers: Home _____ Work _____ Cell _____

E-mail address _____

Student Name #1 _____ 2018-2019 Grade _____

Student Name #2 _____ 2018-2019 Grade _____

Student Name #3 _____ 2018-2019 Grade _____

Student Name #4 _____ 2018-2019 Grade _____

Student Name #5 _____ 2018-2019 Grade _____

To apply for tuition assistance please complete the Smart Aid application online or mail it directly to the Smart Aid address listed on the form. The Smart Aid deadline was Dec. 1, 2017 for first round diocesan awards. The Smart Aid application must be submitted for parish awards (any time).

SECTION B (will be the same as last year unless you change in Smart Tuition - do not need to complete this section)

DUE DATE: Tuition payments are due on the 5th 15th or 25th of the month according to plan selected.

LATE PAYMENT: Late/delinquent payments may be charged a fee. Tuition collection policy is in effect and a copy is provided with this contract.

- All accounts are payable to Smart Tuition via ACH (directly deducted from your savings or checking account) or credit card (2.75% convenience fee assessed) unless other arrangements are made with the St. Patrick Parish business office. Bank account information will be provided to Smart Tuition.
- Total tuition is divided evenly between each payment for all plans involving more than one payment.

SECTION C: FINANCIAL WORKSHEET (do not need to complete this section)

9-12*:	<input type="checkbox"/> \$5,100 1 st child	<input type="checkbox"/> \$4,140 2 nd child	<input type="checkbox"/> \$3,130 3 rd child	<input type="checkbox"/> \$1,915 4 th child
DK-8:	<input type="checkbox"/> \$4,375 1 st child	<input type="checkbox"/> \$3,555 2 nd child	<input type="checkbox"/> \$2,650 3 rd child	<input type="checkbox"/> \$1,390 4 th child
Preschool:	<input type="checkbox"/> \$2,275 5-day program, 1 st	<input type="checkbox"/> \$1,850 5-day program, 2 nd	<input type="checkbox"/> \$1,380 5-day program, 3 rd	<input type="checkbox"/> \$800 5-day program, 4 th
Preschool:	<input type="checkbox"/> \$1,440 3-day program, 1 st	<input type="checkbox"/> \$1,135 3-day program, 2 nd	<input type="checkbox"/> \$825 3-day program, 3 rd	<input type="checkbox"/> \$425 3-day program, 4 th
Preschool:	<input type="checkbox"/> \$950 2-day program, 1 st	<input type="checkbox"/> \$745 2-day program, 2 nd	<input type="checkbox"/> \$540 2-day program, 3 rd	<input type="checkbox"/> \$335 2-day program, 4 th

A \$75.00 technology fee per family is due in the first billing month (grades DK-12).

***If your high school student is locked-in at a lower rate, your tuition account will reflect that amount.**

SECTION D: TUITION PAYMENT PLANS (will be the same as last year unless you change in Smart Tuition - do not need to complete this section)

- SAME PLAN/BANKING INFORMATION AS LAST YEAR**
- PAY IN FULL** for total tuition due in August 2018 · no SMART fee
- TWO PAYMENTS** due in August 2018 and January 2019 · no SMART fee
- FOUR PAYMENTS** due in August 2018, October 2018, January 2019, and March 2019 · \$35.00 SMART fee due in the first billing month
- TEN PAYMENTS** starting in July 2018 and ending in April 2019 · \$35.00 SMART fee due in the first billing month
- OTHER** You **MUST** contact the St. Patrick Parish business manager for approval before submitting this form · \$35.00 SMART fee if more than two payments · If you are on a plan not outlined above, it may rollover into 2018-19 differently, please contact the school office or login into SMART to verify.

SECTION E: DECLARATION OF PARENT/GUARDIAN (must complete this section)

I/We understand the tuition contract of St. Patrick School, and the tuition policies, and wish to enroll our child(ren) for the 2018-2019 school year.

- Enclosed is a \$50 non-refundable registration fee per student (before May 4 4:00 p.m., required to register). \$50 x ___ = \$__
- Enclosed is a \$100 non-refundable registration fee per student (after May 4 4:00 p.m., required to register). \$100 x ___ = \$__
- We have already paid our registration in full to St. Patrick School.

_____ Parent/Guardian Signature	_____ Date	_____ Parent/Guardian Signature	_____ Date
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TO ENROLL YOUR FAMILY: PLEASE RETURN THIS CONTRACT AND THE NON-REFUNDABLE REGISTRATION FEE PER STUDENT TO THE SCHOOL OFFICE BY MAY 4, 2018.

Office Use Only: Date Received _____ Check # _____ Amount \$ _____ Verified by _____