



# 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. In order to be considered for the first round of diocesan scholarship awards, Smart Aid applications are due on December 21, 2016. After that deadline, awards are given on a first-come, first-serve basis. The Smart Aid application may be completed at any time to apply for parish awards.

**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  5<sup>th</sup>  15<sup>th</sup> or  25<sup>th</sup> 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 2017 · no 2% discount allowed · no SMART fee  
B.) **TWO PAYMENTS** due in August 2017 and January 2018 · no SMART fee  
C.) **FOUR PAYMENTS** due in August 2017, October 2017, January 2018, and March 2018 · \$38.00 SMART fee  
D.) **TEN PAYMENTS** starting in July 2017 and ending in April 2018 · \$38.00 SMART fee  
E.) **OTHER** You **MUST** contact the St. Patrick Parish business manager for approval before submitting this form · SMART fee dependent on payment plan

## Collection Procedure:

- A.) If you encounter a 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 progress reports/report cards 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 2017-2018 Tuition Contract/Registration Form

## SECTION A

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 \_\_\_\_\_ 2017-2018 Grade \_\_\_\_\_  
Student Name #2 \_\_\_\_\_ 2017-2018 Grade \_\_\_\_\_  
Student Name #3 \_\_\_\_\_ 2017-2018 Grade \_\_\_\_\_  
Student Name #4 \_\_\_\_\_ 2017-2018 Grade \_\_\_\_\_  
Student Name #5 \_\_\_\_\_ 2017-2018 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 is December 21, 2016 for first round diocesan awards. The Smart Aid application must be submitted for parish awards (any time).**

## SECTION B

**DUE DATE:** Tuition payments are due on the  5<sup>th</sup>  15<sup>th</sup> or  25<sup>th</sup> 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 2017-2018 SCHOOL YEAR

9-12*:	<input type="checkbox"/> \$5,050 1 <sup>st</sup> child	<input type="checkbox"/> \$4,020 2 <sup>nd</sup> child	<input type="checkbox"/> \$3,040 3 <sup>rd</sup> child	<input type="checkbox"/> \$1,860 4 <sup>th</sup> child
DK-8:	<input type="checkbox"/> \$4,325 1 <sup>st</sup> child	<input type="checkbox"/> \$3,450 2 <sup>nd</sup> child	<input type="checkbox"/> \$2,575 3 <sup>rd</sup> child	<input type="checkbox"/> \$1,350 4 <sup>th</sup> child
Preschool:	<input type="checkbox"/> \$2,210 5-day program, 1 <sup>st</sup>	<input type="checkbox"/> \$1,800 5-day program, 2 <sup>nd</sup>	<input type="checkbox"/> \$1,340 5-day program, 3 <sup>rd</sup>	<input type="checkbox"/> \$775 5-day program, 4 <sup>th</sup>
Preschool:	<input type="checkbox"/> \$1,400 3-day program, 1 <sup>st</sup>	<input type="checkbox"/> \$1,100 3-day program, 2 <sup>nd</sup>	<input type="checkbox"/> \$800 3-day program, 3 <sup>rd</sup>	<input type="checkbox"/> \$410 3-day program, 4 <sup>th</sup>
Preschool:	<input type="checkbox"/> \$925 2-day program, 1 <sup>st</sup>	<input type="checkbox"/> \$725 2-day program, 2 <sup>nd</sup>	<input type="checkbox"/> \$525 2-day program, 3 <sup>rd</sup>	<input type="checkbox"/> \$325 2-day program, 4 <sup>th</sup>

**A \$50.00 technology fee will be assessed to each family.**

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

## SECTION D: TUITION PAYMENT PLANS

**SAME PLAN/BANKING INFORMATION AS LAST YEAR**

**PAY IN FULL** for total tuition due in August 2017 · no 2% discount allowed · no SMART fee

**TWO PAYMENTS** due in August 2017 and January 2018 · no SMART fee

**FOUR PAYMENTS** due in August 2017, October 2017, January 2018, and March 2018 · \$38.00 SMART fee

**TEN PAYMENTS** starting in July 2017 and ending in April 2018 · \$38.00 SMART fee

**OTHER** You **MUST** contact the St. Patrick Parish business manager for approval before submitting this form · SMART fee dependent on payment plan

## SECTION E: DECLARATION OF PARENT/GUARDIAN

I/We understand the tuition contract of St. Patrick School, and the tuition policies, and wish to enroll our child(ren) for the 2017-2018 school year.

Enclosed is a \$50 non-refundable registration fee per student (before April 21 4:00 p.m., required to register). \$50 x \_\_\_\_ = \$ \_\_\_\_\_

Enclosed is a \$100 non-refundable registration fee per student (after April 21 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

**TO ENROLL YOUR FAMILY: PLEASE RETURN THIS CONTRACT AND THE NON-REFUNDABLE REGISTRATION FEE PER STUDENT TO THE SCHOOL OFFICE BY APRIL 21, 2017.**

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