



## TUITION CONTRACT

This agreement dated \_\_\_\_\_ is made and entered into between St. Frances Cabrini High/Elementary/Middle School and \_\_\_\_\_, who is/are the (please circle one): Parent(s)

Legal Guardian Other (explain) \_\_\_\_\_ of the following Students:

Student Name (last, first)	Grade in Aug	Student Name (last, first)	Grade in Aug
1.		4.	
2.		5.	
3.		6.	

### Payment of Tuition and Fees:

- The undersigned agrees to pay tuition and fees for the entire School Year (August through June) in the amount of \$ \_\_\_\_\_ ("Tuition and fees"). Parents shall select a payment plan from among the options set forth below. All Tuition/fee payments shall be made in accordance with the plan that is chosen below. **To receive the Catholic rate, please see number 4 below.**

### PAYMENT PLANS

The FACTS payment program is available for your tuition payments. This is the only payment plan option that is available to families. Payments will no longer be accepted at the parish or school offices. An enrollment fee is associated with each option that is listed below. Please choose one; if not, we will assume that you will be paying in full by August 15<sup>th</sup>:

**NEW FAMILIES:** The FACTS Tuition Enrollment process must be completed online (cabriniparish.org and click on the FACTS logo) and verified by the tuition office, before payments can be made.

**CURRENT FAMILIES:** The re-enrollment process is done automatically by the tuition office, based on your current year plan.

**Please Note:** Failure to meet with the arrangements below will result in sanctions under paragraph 2 of the Tuition Contract.

- SINGLE INSTALLMENT (no enrollment fee). The entire amount is due on or before August 15 of the current school year.
- FOUR INSTALLMENTS (\$30 enrollment fee. This fee is to be paid directly to FACTS.). Tuition is paid in FOUR installments, either the 1st or 15th of the following months: June, September, January and March of the current school year.
- 11 MONTHLY INSTALLMENTS (\$45 enrollment fee. This fee is to be paid directly to FACTS.). Tuition is paid on a monthly basis either the 1st or 15th of each month, June through April of the current school year.

The tuition office must receive this contract, the \$100 deposit per student, and all tuition plans must be current or paid in full before the enrollment process is complete. Once all the information is processed, your contract will be kept in the tuition office. Please call the tuition office to request a copy.

- If a Tuition/fee payment is forty-five (45) days overdue, the 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 and signed by the Pastor. Sanctioned actions include, but are not limited to the following:
  - Assess late fees
  - Disallowing Student's participation in sports or other school activities
  - Withholding Academic Records
  - Withdrawing Student from class participation
  - Withdrawing Student from school
  - File a claim in court to garnish wages, use collection agency
- A Family with an unpaid balance for the current School Year may not register for the following School Year until the Tuition and fees for the current School Year are paid in full, unless otherwise agree to in writing and signed by The Tuition Review Board. School records, diplomas or transcripts will not be released until all Tuition/fees and other charges have been paid in full.
- CATHOLIC FAMILY TUITION RATES:** If you are registered and active at St. Frances Cabrini your membership will be verified by the tuition office to receive the parish rate. If you are **not registered** at St. Frances Cabrini, but belong to another Catholic parish, you will be charged non-catholic tuition rates until a letter from your parish, stating that your family is registered and active with them, is received in the tuition office. Once this letter is received, your tuition rate will be adjusted. **A new letter is required every year. This letter needs to be submitted before August 1<sup>st</sup> of the current year.**

Parish that Family belongs to: \_\_\_\_\_

