



## TUITION AND PAYMENT CONTRACT

Upon enrolling the below named student(s) in St. Clare of Assisi Catholic School ("SCA"), I/We agree to the following terms and policies, financial and otherwise of SCA. We understand that this Financial Tuition Contract is for the 2015-2016 school year. **[Every family, regardless of how tuition is paid, must sign and return this contract.]**

Tuition fees to be paid each year will be based on the rates published. SCA is partially funded by tuition; therefore, families have a special obligation to make tuition payments on time. If for any reason a family needs to request a payment deferral, the business office must be contacted before the due date to discuss whether a special arrangement can be accommodated.

Tuition for each school year is due and payable in full by June 1. If enrolled in FACTS, payments must begin June 1st. If payment or FACTS paperwork is not received by June 1st, a late charge of \$500 will be applied, (see Family Handbook). If you have not paid your tuition or made arrangements for FACTS payments by June 30th, the student's place will be offered to another student on the wait list and the student's place at SCA will be lost.

### **SCA Tuition Policy for transfer students:**

Students entering SCA during the school year will be billed as follows:

1. Students who transfer to SCA during any part of the 1<sup>st</sup> quarter will be billed the full total yearly tuition.
2. Students who transfer to SCA during any part of the 2<sup>nd</sup> quarter will be billed three quarters of the total yearly tuition.
3. Students who transfer to SCA during any part of the 3<sup>rd</sup> or 4<sup>th</sup> quarter will be billed one half of the total yearly tuition.

### **SCA Refund Policy for paid tuition is as follows:**

If you are enrolled in FACTS, and you withdraw your student at any time throughout the school year, ***you may not cancel your FACTS account/bank account*** until all remaining tuition balances are paid in full. Remaining tuition balances are defined below. If you cancel your FACTS account/bank account without paying your remaining tuition balance, your account details will be sent to an SCA attorney for collection.

1. Tuition will be refunded IN FULL (less the non-refundable deposit) if SCA receives written notice by July 1 of any school year that a student will not attend SCA that school year.
2. Students whose effective date of withdraw from SCA is anytime between July 1 and the end of the first quarter of any school year will be refunded ONE HALF of their paid tuition for that school year (less the non-refundable deposit).
3. If an student's effective date of withdraw is after the end of the first quarter of any school year NO TUITION WILL BE REFUNDED.

We understand that any collection fees, costs or attorney fees incurred by SCA to enforce the terms of this contract are also the responsibility of the parents/guardians.

We agree to abide by and comply with the terms and conditions stated in this contract. The obligations and terms of this contract must be renewed each school year. We understand this is a legal, binding and enforceable contract between us and SCA.

### **All parents/guardians responsible for the student's financial support must sign:**

PARENT(S)/GUARDIAN SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

STUDENT(S) NAME(S): \_\_\_\_\_

RELATIONSHIP TO STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_