

# ST. MARY CATHOLIC SCHOOL

## 2018-2019 TUITION AGREEMENT

### I. TUITION.

Tuition must be paid based on one of the three options set forth below. If the 11 month automatic bank draft option is selected, an automatic bank draft agreement (ACH Authorization Form) for tuition payments must also be signed.

**FOR THE 2018-2019 SCHOOL YEAR, I WILL PAY MY STUDENT'S TUITION BY THE PAYMENT OPTION CHECKED BELOW:**

| OPTION NUMBER | OPTION TYPE                            | AUTO DRAFT DATE   | OPTION INFORMATION  |
|---------------|--|---|---|
| 1.            | Annual                                 |   | Fees and tuition are due by July 2, 2018. Payment will be made directly to the school. No processing fee. Full annual payment by this date qualifies for a 5% discount.   |
| 2.            | Semi – Annual                          |   | Fees and one-half (1/2) of tuition due by July 2, 2018. Payment will be made directly to the school. No processing fee. The other one-half (1/2) of tuition is due by January 1, 2019. Full annual payment by January 1, 2019 qualifies for a 2 % discount.   |
| 3             | Automatic Draft of 11 Monthly Payments | ____ 5 <sup>th</sup> of each month<br><br>____ 20 <sup>th</sup> of each month | Eleven monthly (July - May) payments through the automatic bank draft plan. Family and Student fees will be added and included in the monthly drafts.<br><br>Registration, CYO fees and after school care fees are not eligible for automatic bank draft payments and will be paid by cash, check or money order. |

### II. PAST DUE TUITION.

Any check that is returned to St. Mary from the bank will be assessed a \$25.00 service charge and the tuition account will be assessed a \$25.00 late fee. If funds are insufficient for an automatic bank draft, St. Mary may attempt a second draft 10 days from your scheduled draft. In the event funds remain insufficient when a second draft is attempted St. Mary has the right to

require that the responsible party listed below sign a second authorization agreement guarantying payment of the tuition account with a credit card or other similar automatic payment source. This may also be required for any tuition account that is 60 days Past Due.

The following steps will also be taken for Past Due accounts:

- 30 Days: Friendly reminder letter placed in child's weekly folder with statement.
- 60 Days: Letter advising that tuition account is now considered seriously delinquent and is being referred to the Tuition Committee for resolution.
- 75 Days: A letter from the Tuition Committee advising that if the account is not current by the end of the quarter:
1. Child(ren) will not be re-admitted the following quarter.
  2. Transcripts will not be forwarded to other schools until balances are paid in full.

**III. REGISTRATION WILL NOT BE ACCEPTED FOR THE NEXT SCHOOL UNTIL ALL DEBTS ARE CLEARED FROM THE CURRENT YEAR.**

If tuition becomes delinquent after registration, your child(ren) will be considered conditional until all debts are cleared from the previous year. Registration fee is non-refundable and must be paid by the due date set by the school. If not received by January 12, 2018, an additional \$50.00 per student will be added.

**IV. FINANCIAL OBLIGATIONS.**

Under no circumstances will transcripts be issued to any other school if tuition is not paid as referenced in Section I.

**I have read the Tuition Agreement for St. Mary Catholic School and consent to abide by the conditions of this agreement. The person responsible for payment should sign below:**

Please Print:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_