

Cabrini Catholic Schools Kindergarten – 12th grade

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 credit that is available see #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 15th:

NEW FAMILIES: The FACTS Tuition Enrollment process must be completed online 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. If you need to make a change to your account please login in to your account to make the change.

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.
- Credits available to Cabrini Parishioners and other Catholics:** Everyone will be charged the Cabrini tuition rates until either one of the following applies. Those who indicate they are parishioners of St. Frances Cabrini have to be registered and active to receive the Cabrini credit. Your membership will be verified by the tuition office. Those who indicate membership in another Roman Catholic Church need to submit a letter, from your parish, stating that you are registered and active with them. Once the letter is received in the tuition office will be issued to your account. A new letter is required every year. This letter needs to be submitted before August 1st of the current year.

Parish/Church that Family is registered with: _____

Refunds:

- 5. If the Student is withdrawn for any reason other than request by the School, mutual agreement or moving out of the area during the School Year, the remaining Tuition/fees through the end of the year must be paid in full unless the Pastor agrees in writing to refund a portion of the remaining Tuition/fees. Otherwise there will be no refund, credit or reduction for withdrawal, absences, vacations, snow days, illnesses, or holidays.
- 6. If a Student is asked to leave or withdraws from the School, the undersigned is responsible for the prorated annual Tuition through the end of the month in which the Student withdraws.
- 7. Prepaid Tuition(except the non-refundable deposit) will be refunded in full only if cancellation is made, in writing to the School, within 10 business days prior to the first day classes are scheduled to start.

General Terms and Conditions:

- 8. Prior to completing the registration process, payment of a non-refundable deposit in the amount of \$100 per Student is required. The Deposit is non-refundable for any reason including, but not limited to, a denial of a Student's application.
- 9. The term and conditions of the School's enrollment and other policy information which may be provided to the Student are hereby incorporated into this Agreement by reference.
- 10. It is further understood, that the Student and Student's parents/guardians, will abide by the policies and guidelines as documented in the School handbook.
- 11. Returned checks: All returned checks will incur a fee of \$25. If two checks are returned for insufficient funds, the School will no longer accept personal checks and you will be required to pay in cash or with a certified check from a local bank.
- 12. I/We understand that a place will be reserved for our Student(s) only if the Tuition Contract and the deposit of \$100 per student is submitted. I/We understand that acceptance of enrollment depends on Student's successful completion of the current School Year and full payment of all Tuition and fees for the current and/or prior School Years.
- 13. I/We understand that School reserves the right to deny enrollment and/or expel a Student whom it determines is unsuitable for enrollment.

I/We, the undersigned, have read and understand the Terms and Conditions of this Agreement, for the enrollment of Student(s) for the 2020-21 School Year. I/We agree to abide by said Terms and Conditions and agree to fulfill the total financial obligation for payment of Tuition as set forth herein.

_____ Date _____ Social Security Number _____
Signature of Mother/Legal Guardian/Other

_____ Address _____ City _____ Zip _____

_____ Home Phone _____ Cell Phone _____ E-mail address _____

_____ Date _____ Social Security Number _____
Signature of Father/Legal Guardian/Other

_____ Address _____ City _____ Zip _____

_____ Home Phone _____ Cell Phone _____ E-mail address _____

(OFFICE USE ONLY) Updated 1-14-19

Deposit Paid \$ _____ Date _____ Check _____ Cash _____ Received by _____

FACTS verified _____ Copy sent to parent _____ Parish Letter received: _____ Cabrini Envelope No: _____