



## Tuition and Fees Contract 2018-19 School Year

As responsible parents or guardians of St. Edward student(s), we understand the cost of education at St. Edward School includes tuition and book/technology fees. In consideration of the benefits rendered to our child(ren) by St. Edward School (“the School”), we understand and agree to the following terms and conditions of enrollment for the 2018-2019 school year.

1. The School has adopted SMART Tuition for its monthly tuition and book/technology fees. The first tuition payment is due in August. The annual book and technology fees are due with the first tuition payment (billed and paid through SMART Tuition). The lunchroom fee is due with the October SMART Tuition payment. Monthly tuition payments are due according to your scheduled payment date. Parents/Guardians (“Family”) will receive a reminder from SMART Tuition. Payments required for tuition and book/technology fees, per the published schedule, are based on the number of children registered, the grades in which they are enrolled, and the assigned tuition plan (Plan A or Plan B) from the parish.

St. Edward School relies on timely payment of tuition by school families in order to have sufficient funds to meet all of its regular operating obligations. These obligations include, but are not limited to, the payment of teachers and administrator salaries and other regular operating expenses. Accordingly, it is imperative that all tuition payments be made on time each month. If a Family’s financial circumstances change to such a degree that it warrants re-evaluation of its tuition commitment, it is the responsibility of the Family to contact the school principal to agree upon a written and signed alternate payment schedule with the pastor. Additionally, a Family may apply for financial aid by completing a Tuition Assistance Application before September 30, 2018.

2. St. Edward School is a ministry of St. Edward Parish. As such, a two tiered tuition schedule is offered. Families who are registered parishioners and who are actively attending weekend Mass at St. Edward Church may qualify for the participating parishioner tuition rate (Plan A). Attendance at weekend Mass is verified by the parish office through the use of contribution envelopes. Attendance on 75% of weekends, reviewed at the end of each six month period (January-June and July-December), will qualify the Family for Plan A. Families who do not qualify for the Plan A tuition rate will be assigned the standard tuition rate, Plan B. Please inquire in the parish office with any questions concerning Plan A guidelines and criteria.

3. Delinquent Tuition: When tuition payments are not made in the manner described above in 1 or if an agreed upon alternate payment schedule has become delinquent, the following actions will be taken:

- A. 45 days past due: When a Family account is 45 days past due, the Family will receive written notice by mail and email that the account is past due. It is the responsibility of the Family to contact the school principal within 7 days of receipt of the notice to correct the situation. Additionally, a \$25.00/month late fee will be added to the account, beginning when the first month’s (30 days) tuition payment become delinquent and will continue to be added each month thereafter until tuition is made current or an alternate payment schedule is agreed upon.
- B. 90 days past due: When a Family account is 90 days past due, the Family will receive written notice by mail and email that the account is past due. It is the responsibility of the Family to contact the school principal within 7 days of receipt of the notice to correct the situation. Additionally, the student(s) will be withdrawn from the School and unable to participate in extracurricular activities until the account is made current, report cards and

transcripts will be withheld until payment in full is received, and the \$25.00/month late fee will continue to be added to the Family account.

- C. Families with 8th grade students: All tuition and fees must be current by January 1, 2019. High Schools require transcripts and records in January, and all tuition and fees must be paid for this information to be forwarded. If all tuition and fees are not paid in full by May 15, 2019, the 8th grade student may not participate in the graduation ceremony or any end of year festivities.
- D. End of School Year Balances: All tuition and fees must be paid in full by May 31, 2019. If an alternate payment plan is in place, the plan must be current by May 31, 2019. At this date, the following actions will be taken for delinquent accounts: Students will not be allowed to participate in extra-curricular or extended day programs including any end of year activities or programs, report cards and transcripts will be withheld, and students will not be permitted to return for the following academic year until the account balance or alternate payment schedule is current.
- E. In all of the above circumstances, the Pastor will be notified of all delinquent accounts.

Any concerns or questions with tuition payments should be brought directly to the attention of the School administration.

By signing this contract, I certify that I am the Parent/Guardian and responsible party of the children) listed below. I have read and understand the terms and conditions of this contract and agree to abide said terms and conditions. Execution of this agreement includes consent to abide by all regulations and policies set forth in the school handbook.

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Family Name

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Parent/Guardian Name-printed

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Parent/Guardian signature

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Date

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Mrs. Sara Lasica, Principal