

Family Name _____ (Please Print)

EMAIL Contact _____ (Required)

Student Name(s) _____ Grade in 2016-2017 _____

1. _____
2. _____
3. _____
4. _____

Parent/Guardian Commitment and Responsibilities

As responsible parents or guardians of the above student(s), we understand that 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 registration for the 2016-2017 school year:

1. The School has adopted SMART Tuition for its monthly Tuition and Annual Book and Technology fees. The first tuition payment, as stated in a recent letter to you from SMART Tuition, **is due in August**. The annual Book and Technology fees are due by **August 15**, *and are billed and paid through Smart Tuition*. Fees must be paid in order for children to begin the school year. The lunchroom fee is due by **October 1, 2016**. Monthly tuition payments are due according to your scheduled payment date. Parents/Guardians/otherwise responsible party (“Family”) will receive a reminder from SMART Tuition.

St. Edward School relies on timely payment of tuition by school families in order to have sufficient funds to meet all of its normal 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 important 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 administration to agree upon a written and signed alternate payment schedule. Additionally, a Family may apply for financial aid by completing a Tuition Assistance Application before September 30, 2016.*

2. *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 an account or agreed upon alternate payment schedule is 45 days past due, the Family will receive written notice by mail and email that the account is past due with a copy of this signed agreement form or signed alternate payment schedule. It is the responsibility of the Family to contact the school administration within 7 days of receipt of the notice to correct the situation. Additionally, a \$25.00/month late fee will be added to tuition responsibility, beginning when the first month’s (30 days) tuition payment becomes 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 an account or agreed upon alternate payment schedule is 90 days past due, the Family will receive written notice that the account is past due with a copy of this signed agreement form or alternate payment schedule. ADDITIONALLY: 1) Pastoral leader will be informed of family account balance and activity; 2) Finance Committee will be informed of family account balance and activity; 3) Students will be withdrawn from*

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school until the account is made current; 4) Report cards and Transcripts will be withheld until payment in full is received; 5) The \$25.00/month late fee will continue to be added to tuition responsibility for each month the account is past due; and 6) Students will not be allowed to participate in extra-curricular activities.

C. *Families with 8th grade students: All tuition and fees must be current by January 1, 2017. High Schools require transcripts and records in January. All tuition and fees must be paid to date in order for this information to be forwarded. If all tuition and fees are not paid in full by **May 15, 2017**, 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, 2017 or if an alternate payment schedule is in place, said schedule needs to be current by May 31. At this date, the following action will be taken for delinquent accounts: 1) Pastoral leader will be informed of family account balance and activity; 2) Finance Committee will be informed of family account balance and activity; 3) Students will not be allowed to participate in extracurricular activities or extended day programs, Pre-School and Kindergarten graduation; 4) Report cards and transcripts will be withheld; 5) The \$25.00/month late fee will continue to be added to tuition responsibility for every month the account or alternate payment schedule is past due; and 6) Student(s) will not be permitted to return/register for the following academic year until the account balance or alternate payment schedule are current.*

3. St. Edward School is a ministry of St. Edward Parish. A two tiered tuition schedule is offered. Families who are registered parishioners and who regularly attend weekend Mass at St. Edward Church may qualify for the participating parishioner tuition rate (Plan "A"). Attendance at weekend Mass is verified by 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 the Plan "A" rate. Please inquire at the Parish Office with any questions concerning Plan "A" guidelines and criteria. Families who do not qualify for the Plan "A" tuition rate through regular Sunday attendance will be assigned the standard tuition rate (Plan "B").

4. Payments required for tuition and book/technology fees, per the published schedule, are based on the number of children listed above, the grades in which they are enrolled and which tuition plan you will be on during the coming year. (Plan "A" or Plan "B")

Any problems with tuition payments should be brought directly to the attention of the Administration and School Board Finance Committee.

By signing this contract, I certify that I am the Parent/Guardian/Responsible Party of the child(ren) listed above. I have read and understand the terms and conditions of this contract, and in freely accepting the same, agree to abide by said terms and conditions. Execution of this agreement includes consent to abide by all regulations and policies set forth in the school handbook.

Please Print Parent(s) or Guardian(s)

Signature Parent(s) or Guardian(s)

Date

St. Edward School

Date