

SAINT FRANCIS DE SALES CATHOLIC SCHOOL
500 Camden Avenue, Salisbury, MD 21801
410-749-9907 FAX 410-749-9507
2018-2019 Tuition Contract for Grades K through 8

Name of Student(s) _____

(PLEASE PRINT)

Name of Parents (if different) _____

Name of Person Responsible for tuition (if different) _____

Address _____

City, State, Zip _____

Phone (_____) _____ Cell Phone(s) _____

E-Mail Address _____

ALL FAMILIES MUST CHOOSE ONE OF THE FOLLOWING PAYMENT PLANS. THERE WILL BE NO EXCEPTIONS. PLEASE CHECK ONE OF THE FOLLOWING TUITION PAYMENT PLANS:

Criteria for Parishioner Rate

To receive the parish tuition rate, all families must be officially registered with the parish, be active and use the parish envelopes with a weekly offering of at least \$10.00.

Option 1---Monthly Payment (F.A.C.T.S. Automatic Withdrawal)

(All monthly contracts will run for 11 months from JUNE through APRIL)

If you prefer to keep your payment lower, please make the June payment directly to the Business Office on or before May 15.

_____ Registered, active, supporting parishioner	_____ \$ 594.59 - one student
	_____ \$1,021.18 - two students
	_____ \$1,445.36 - three students
	_____ \$1,869.36 - four students
_____ Non-parishioner	_____ \$ 685.55 - one student
	_____ \$1,203.00 - two students
	_____ \$1,718.09 - three students
	_____ \$2,233.00 - four students

(Families using the monthly payment plan must pay an annual service charge of \$41.00 which will be automatically withdrawn when the F.A.C.T.S. agreement is processed. New families choosing the F.A.C.T.S. payment plan must go to the school's website and click on the FACTS icon to sign up for FACTS Monthly Payments. These payments dates can be adjusted once initial signup is complete. Please contact the business office if requesting weekly/15th & 30th or every other week payment plan.

Option 2---Annual Payment (DUE ON OR BEFORE JUNE 1) Please pay directly to the Business Office. Families who encounter financial difficulty (that would delay payment) must contact the Parish Business Office.

_____ Registered, active, supporting parishioner	_____ \$ 6,541.00 - one student
	_____ \$11,233.00 - two students
	_____ \$15,899.00 - three students
	_____ \$20,563.00 - four students

_____ Non-parishioner	_____ \$ 7,541.00 - one student
	_____ \$13,233.00 - two students
	_____ \$18,899.00 - three students
	_____ \$24,563.00 - four students

Option 3---Two Payments (DUE ON OR BEFORE JUNE 1 AND OCTOBER 1) Please pay directly to the Business Office. Families who encounter financial difficulty (that would delay payment) must contact the Parish Business Office.

_____ Registered, active, supporting parishioner	_____ \$ 3,270.50 - one student
	_____ \$ 5,616.50 - two students
	_____ \$ 7,949.50 - three students
	_____ \$10,281.50 - four students

_____ Non-parishioner	_____ \$ 3,770.50 - per student
	_____ \$ 6,616.50 - two students
	_____ \$ 9,449.50 - three students
	_____ \$12,281.50 - four students

Option 4---Three Payments (DUE ON OR BEFORE JUNE 1, OCTOBER 1 AND FEBRUARY 1) Please pay directly to the Business Office. Families who encounter financial difficulty (that would delay payment) must contact the Parish Business Office.

_____ Registered, active, supporting parishioner	_____ \$2,180.33 - one student
	_____ \$3,744.33 - two students
	_____ \$5,299.67 - three students
	_____ \$6,854.33 - four students

_____ Non-parishioner	_____ \$2,513.67 - one student
	_____ \$4,411.00 - two students
	_____ \$6,299.67 - three students
	_____ \$8,187.67 - four students

Credit Card

If you wish to use your credit card for any of the Options 1, 2, 3, or 4, you must contact FACTS to make arrangements. **An additional 3.5% fee will be charged for this service.** These payments will be processed through our FACTS payment processing company, not the business office.

Registration/Re-enrollment Fee

During this time of Thanksgiving, we would like to show our gratitude for your loyalty to St. Francis de Sales School by offering you a discounted enrollment fee if you re-register in the month of November:

- \$25/child and \$50/family that registers before December 1
- \$50/child and \$100/family that registers before December 30
- \$75/child and \$150/family that registers after January 1

All families must pay the registration fee in order for your contract to be considered valid. **This is a non-refundable fee.**

- *Re-registration/re-enrollment fee submitted between MARCH 6, 2018 – July 1, 2018 is \$125.00 for one child or \$175.00 for two or more children.*
- *Re-registration/re-enrollment fee submitted any time after July 1, 2018 is \$175.00 for one child or \$225.00 for two or more children.*

Service Hours/Fee

All families must volunteer a minimum of 30 hours at parish or school events including classroom & lunchroom duties **OR** pay a \$300.00 service fee. Service hours are calculated from July 1st to June 30th. If your total volunteer hours fall short of the required 30 hours, the service fee will be adjusted accordingly.

Fund Raising Events

All families are required to take an active and supportive role in the fund raising events sponsored by the school.

Financial Assistance (Grant and Aid)

St. Francis de Sales Catholic School and the Diocese of Wilmington offers limited forms of financial assistance. Families needing assistance must apply each year at www.factstuitionaid.com. If there is difficulty in completing the process please contact the business office for assistance. These forms must have been completely filled out and sent to FACTS by **March 5, 2018**. These forms must be filled out in order to be considered for any financial aid. Only those who have signed a contract and paid the re-enrollment fee will be considered for assistance both from the Diocese of Wilmington as well as St. Francis de Sales.

_____ I will be applying for tuition assistance for the 2018-2019 school year.

Other

All checks are made **payable to: St. Francis de Sales Catholic School**. All fees must be current within each trimester. A family who is having unexpected financial difficulties needs to inform the principal immediately and contact the parish business office to discuss other payment arrangements. There will be a \$25.00 fee for any returned checks.

PLEASE READ CAREFULLY

Once a student is registered in our school, you have entered into an agreement and commitment to pay tuition for the entire year. The size of the staff, amount of materials and books, and yearly school budget are based upon this commitment which was made at the time of registration/re-enrollment. Tuition paid is non-refundable, and paying tuition for the entire year is the obligation of the family. If applying for financial assistance this contract will be null & void if assistance is not received.

An account is considered delinquent if not paid within 10 business days of the due date. A late payment fee of 1.5% per month, or fraction of a month, will be charged on a delinquent account. Whenever a tuition or fee account becomes past due for a period of 60 days from its due date then, unless the School shall obtain adequate security acceptable to the School for such account within that 60 day period, the student will be withheld from classes until the delinquency is cured. If the delinquency is not cured within an additional 30 day period, the student will be dismissed. In all events the first tuition installment payment must be paid on or before the first day of school or the student's place will not be reserved. The student will not be enrolled in classes. Any adjustments to this policy must be authorized by the Principal and the Business Manager.

Transcripts will be held for students until all unpaid tuition and fees are received.

The School is entitled to be reimbursed for any attorney's fees and costs incurred in the collection of any unpaid balance.

Registration packets for the 2018-2019 school year will not be given to any families who have not met their financial obligation for the current and/or past school year in Tuition, After Care or Lunch Accounts.

I agree to make tuition payments for the 2018-2019 school year according to the plan which I checked. I also agree to pay the other financial obligations according to this contract. This document, when signed, is a binding contract under Maryland law.

BOTH PARENTS MUST SIGN THIS AGREEMENT:

<hr/>		<hr/>	
Print name of parent or legal guardian	DATE	Print name of parent or legal guardian	DATE

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Signature of parent or legal guardian	DATE	Signature of parent or legal guardian	DATE

OFFICE COPY