

SAINT FRANCIS DE SALES CATHOLIC SCHOOL
500 Camden Avenue, Salisbury, MD 21801
410-749-9907 FAX 410-749-9507

2018-2019 Pre-School Tuition Contract

Name of
Student(s) _____
(PLEASE PRINT)

Name of Parents _____

Name of Person Responsible for tuition (if
different) _____

Address _____

City, State,
Zip _____

Phone (_____) _____ Cell Phone(s): _____

E-Mail _____

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

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 July payment directly to the Business
Office on or before May 15.**

_____ \$431.57- one student-Full Day

**(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be automatically withdrawn when the F.A.C.T.S. agreement is processed.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 payment 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.**

_____ \$4,747.00 - one student - Full Day

**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.**

_____ \$2,373.50 - one student - Full Day

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.

_____ \$1,582.33 - one student - Full Day

Credit Card

If you wish to use your credit card for any of the Options 1, 2, 3, or 4, you must contact the business office at 410-742-8781 for further information. **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.

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 7, 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.

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.

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 event 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 past and/or current 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