

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

2018-2019 Pre-School 3 Tuition Contract
NEW FAMILY

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

2 Days a Week: Tuesday/Thursday

_____ \$170.00 - one student-1/2 Day 8:00 a.m.-12:00 Noon

_____ \$275.00 - one student-Full Day 8:00 a.m.-3:00 p.m.

3 Days a Week: Monday/Wednesday/Friday

_____ \$235.00 - one student-1/2 Day 8:00 a.m.-12:00 Noon

_____ \$390.00 - one student-Full Day 8:00 a.m.-3:00 p.m.

5 Days a Week: Monday-Friday

_____ \$380.00 - one student-1/2 Day 8:00 a.m.-12:00 Noon

_____ \$580.00 - one student-Full Day 8:00 a.m.-3:00 p.m.

(Families using the monthly payment plan must pay an annual service charge of \$41.00 which will be automatically withdrawn when the F.A.C.T.S. agreement is processed.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 (410-742-8781) 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.

2 Days a Week: Tuesday/Thursday

_____ \$1,870.00 - one student-1/2 Day 8:00 a.m.-12:00 Noon
_____ \$3,025.00 - one student-Full Day 8:00 a.m.-3:00 p.m.

3 Days a Week: Monday/Wednesday/Friday

_____ \$2,585.00 - one student-1/2 Day 8:00 a.m.-12:00 Noon
_____ \$4,290.00 - one student-Full Day 8:00 a.m.-3:00 p.m.

5 Days a Week: Monday-Friday

_____ \$4,180.00 - one student 1/2 Day 8:00 a.m.-12:00 Noon
_____ \$6,380.00 - one student Full Day 8:00 a.m.-3:00 p.m.

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 Days a Week: Tuesday/Thursday

_____ \$ 935.00 - one student-1/2 Day 8.00 a.m.-12:00 Noon
_____ \$1,512.50 - one student- Full Day 8:00 a.m.-3:00 p.m.

3 Days a Week: Monday/Wednesday/Friday

_____ \$1,292.50 - one student-1/2 Day 8:00 a.m.-12:00 Noon
_____ \$2,145.00 - one student-Full Day 8:00 a.m.-3:00 p.m.

5 Days a Week: Monday-Friday

_____ \$2,090.00 - one student-1/2 Day 8:00 a.m.-12:00 Noon
_____ \$3,190.00 - one student-Full Day 8:00 a.m.-3:00 p.m.

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.

2 Days a Week: Tuesday/Thursday

_____ \$ 623.33 - one student-1/2 Day 8.00 a.m.-12:00 Noon
_____ \$1,008.33 - one student-Full Day 8:00 a.m.-3:00 p.m.

3 Days a Week: Monday/Wednesday/Friday

_____ \$ 861.67 - one student-1/2 Day 8:00 a.m.-12:00 Noon
_____ \$1,430.00 - one student-Full Day 8:00 a.m.-3:00 p.m.

5 Days a Week: Monday-Friday

_____ \$1,393.33 - one student-1/2 Day 8:00 a.m.-12:00 Noon
_____ \$2,126.67- one student-Full Day 8:00 a.m.-3:00 p.m.

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.

Registration for new families will be as follows.

- \$50/child and \$100 Family

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

Service Hours/Fee

All families must volunteer a minimum of 30 hours at parish or school events including classroom & lunch room 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 check.**

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 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

Print name of parent or legal guardian DATE Print name of parent or legal guardian DATE

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

OFFICE COPY