



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

**2020-2021 Pre-School 3 Tuition Contract**

Name of Student(s) \_\_\_\_\_  
(PLEASE PRINT)

Name of Parent(s) \_\_\_\_\_

Name of Person(s) Responsible for tuition (if different)  
\_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone #1: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone #2 : (\_\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

**Sibling Discount: If you have a sibling that is attending SFdS School Pre-K 3 (For 5 Full Days a Week: Monday-Friday Students only) to 8<sup>th</sup> grade, you will receive \$500.00 off the full Pre-K 4 tuition. This cannot be combined with any other discount, including Tuition Assistance.**

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Name of Sibling(s) (Pre-K 3 to 8 <sup>th</sup> Grade)	Grade	Initials
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**ALL FAMILIES MUST CHOOSE ONE OF THE FOLLOWING PAYMENT PLANS. THERE WILL BE NO EXCEPTIONS. PLEASE CHECK ONE OF THE FOLLOWING TUITION PAYMENT PLANS:**

Families using the monthly, two, or three payment plans must pay an annual service charge of \$35.00 which will be automatically withdrawn when the F.A.C.T.S. agreement is processed.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 F.A.C.T.S. icon to sign up for F.A.C.T.S. Monthly, Two, or Three Payments. These payment dates can be adjusted once initial sign-up is complete. Please contact the business office if requesting weekly, 15<sup>th</sup> & 30<sup>th</sup> or every other week payment plan.

**Option 1---Annual Payment**

**(DUE ON OR BEFORE MAY 1) Please pay directly to the Parish Business Office.**

**Families who encounter financial difficulty (that would delay payment) must contact the Parish Business Office.**

**3 DAYS**

\_\_\_\_\_ \$2,523.00 - one student-HALF Day  
\_\_\_\_\_ \$4,058.00 - one student-FULL Day

**5 DAYS**

\_\_\_\_\_ \$3,937.00- one student-HALF Day  
\_\_\_\_\_ \$5,202.00- one student-FULL Day

**\*\* The following options below require registration with F.A.C.T.S. Auto withdrawal \*\***

**Option 2---Monthly Payment - F.A.C.T.S. Automatic Withdrawal**

**(All monthly contracts will run for 11 months from MAY through MARCH.)**

**Families who encounter financial difficulty (that would delay payment) must contact the Parish Business Office.**

**3 DAYS**

\_\_\_\_\_ \$229.36 - one student-HALF Day  
\_\_\_\_\_ \$368.91 - one student-FULL Day

**5 DAYS**

\_\_\_\_\_ \$357.91- one student-HALF Day  
\_\_\_\_\_ \$472.91- one student-FULL Day

**Option 3---Two Payments - F.A.C.T.S. Automatic Withdrawal**

**(DUE ON OR BEFORE MAY 1 AND SEPTEMBER 1)**

**Families who encounter financial difficulty (that would delay payment) must contact the Parish Business Office.**

**3 DAYS**

\_\_\_\_\_ \$1,261.50 - one student-HALF Day  
\_\_\_\_\_ \$2,029.00 - one student-FULL Day

**5 DAYS**

\_\_\_\_\_ \$1,968.50 - one student-HALF Day  
\_\_\_\_\_ \$2,601.00 - one student-FULL Day

**Option 4---Three Payments - F.A.C.T.S. Automatic Withdrawal**

**(DUE ON OR BEFORE MAY 1, SEPTEMBER 1, AND JANUARY 1)**

**Families who encounter financial difficulty (that would delay payment) must contact the Parish Business Office.**

**3 DAYS**

\_\_\_\_\_ \$ 841.00 - one student-HALF Day  
\_\_\_\_\_ \$1,352.67 - one student-FULL Day

**5 DAYS**

\_\_\_\_\_ \$1,312.33- one student-HALF Day  
\_\_\_\_\_ \$1,734.00- one student-FULL Day

## **Additional Fees**

### **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 **F.A.C.T.S.** payment processing company, not the business office.

### **New Families: Registration for new families will be as follows:**

- \$100/Child and \$200/Family

### **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 within the following time frame:**

- \$50/child and \$100/family that registers before January 31, 2020
- \$200/child and \$400/family that registers after January 31, 2020

### **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 \$450.00 service fee. Service hours are calculated from July 1<sup>st</sup> to June 30<sup>th</sup>. 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.

**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 2020-2021 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.

**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 \$35.00 fee for any returned checks.**

**I agree to make tuition payments for the 2020-2021 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.**

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**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**