



Saint Francis de Sales Catholic School

500 Camden Avenue, Salisbury, MD 21801

This agreement dated _____ is made and entered into between Saint Francis de Sales Catholic School and _____ who is/are the person(s) legally responsible for the student(s).

(Check one):

- Parent(s) Legal
 Guardian(s)
 Other (explain) _____

<u>Name of Student(s)</u>	<u>Grade Entering</u>	<u>Date of Birth</u>

(List all students by name, grade, and DOB)

I (we) intend to enroll the aforementioned student(s) for the _____ school year and agree to the following terms:

Payment of Tuition:

1. Tuition for the school year is published in the Tuition Pricing Sheet, attached hereto and incorporated herein as **Exhibit A**. We have read and understood the Tuition Pricing Sheet and agree to select a payment plan for tuition from among options set through FACTS. We further agree to pay tuition for the entire school year in full, semi-annual, or in predetermined increments, as we have selected on the Tuition Pricing Sheet. We understand and acknowledge that all tuition payments will be made through the FACTS management system with the exception of a one-time time payment in full.
2. We understand and agree that, because the yearly school budget is based upon our commitment made at the time of registration upon which the School has relied, we are responsible for paying tuition for the entire school year, even if our student is withdrawn (for any reason) before or after the school year starts. We understand and agree that, once our student is enrolled, we are liable for the full cost of tuition for the school year, regardless of whether our student attends School.
3. We understand and agree that, if any tuition payment is thirty (30) calendar days overdue, St. Francis de Sales Catholic School may take any or all of the following actions, at the school’s sole discretion, unless special payment arrangements have been made in writing by the School Principal or Business Manager and approved by the School Board:
 - a. Assessing a late payment fee in the amount of 5% for which we are responsible;
 - b. Disallowing our student’s participation in extra-curricular activities;
 - c. Withdrawing our student from School;
 - d. Filing a claim in court and initiating collection action; and/or
 - e. Taking any other reasonable action deemed necessary by the school.
4. We understand and agree that, if the School takes legal action against us, including, but not limited to, filing a lawsuit for breach of contract for unpaid tuition, we are responsible for reasonable attorney’s fees and costs incurred by the School.
5. We understand and agree that, if we have a past-due balance for the current school year, we may not re-register for the upcoming school year until tuition is paid in full, unless special arrangements have been made in writing by the School Principal or Business Manager. We further understand and agree that, the school may hold our student’s transcripts until all tuition and fees are paid.

No Refunds:

6. We understand and agree that, if we withdraw our student for any reason during the school year, the remaining tuition through the end of the year must be paid in full, unless the School Principal or Business Manager agrees in writing to pro-rate tuition or return any tuition paid in advance. Furthermore, we understand and agree there will be no refund, credit, or reduction of tuition for absences, vacations, snow days, illnesses, holidays, or for any other reason.
7. We understand and agree that, if our student is asked to leave or withdraw from the School, we are responsible for the pro-rated annual tuition through the end of the month in which the student is withdrawn.

General Terms and Conditions:

8. **Contract Term:** We understand and agree that the term of this Contract shall be for the entire school year set forth above. In the event, our student becomes enrolled after the school year has begun, the term shall be from the date of enrollment to the last day of the school year.
9. **For New Families and New Siblings:** Before completing the registration process, payment of a non-refundable fee to cover the application for admissions in the amount of two hundred (\$200) **per student**/four hundred (\$400) **per family** is due. The fee is non-refundable, including but not limited to, a denial of our student's application.
10. **For Existing Families:** We understand that, in consideration for the School's gratitude for our loyalty to the School, the School will offer a discounted non-refundable re-registration fee, set forth below, provided we re-register within the time frame set by the School. All families must pay the registration fee for the contract to be considered valid.
 - \$50/Student and \$100/Family that registers before January 31 prior to the upcoming school year
 - \$200/Student and \$400/Family that registers after January 31 prior to the upcoming school year
11. **Other Fees:** We agree that we are responsible for extracurricular activities not covered by the School. There is a 3% credit card processing fee for all credit card transactions on other fees. There will be a \$35.00 fee for any returned checks.
12. **Service Hours/Fee:** We acknowledge and agree that all families are expected to complete 20 service hours by May 31st of the school year. Service hours may be fulfilled through the School and/or our Parish. A maximum of 5 hours may be completed through the Parish, and these hours must be verified with a volunteer form signed by the Pastor. Families who are unable to complete the required service hours may "buy out" their time at a rate of \$15.00 per service hour. Any incomplete service hours will be charged at this same rate. We understand and agree that the fee will be deducted from our FACTS account, if not paid directly. We further agree that, if we have paid tuition in full (and do not have a FACTS account), we will receive an invoice from the business office to submit payment directly.
13. **School Student and Family Handbook:** We agree that we have reviewed the Parent/Student Handbook, and that we shall abide by the rules, policies and guidelines therein.
14. **Responsibility for the Loss or Damage:** We agree to be responsible, upon written request of the School, for the replacement cost of any supplies, materials, or equipment broken or damaged by our student.

I/We, the undersigned, have read and understand the Terms and Conditions of this Agreement. I/We agree to abide by all stated terms and conditions and to fulfill the total financial obligation for payment of tuition as outlined herein. I/We acknowledge that I/We have reviewed and received the current tuition pricing sheet, referenced as Exhibit A.

Signature of Parent/Legal Guardian/Other

Address

Date

Email

Signature of Parent/Legal Guardian/Other

Address

Date

Email