

## *St. Peter / St. Francis School* **2011 - 2012 Financial Obligation Policy**

Upon registration or re-registration, each family **MUST** sign a copy of the Tuition Contract and the Statement of Fundraising Obligation & Volunteer Hours. These forms must be returned to the School Office, along with the Registration Form and the \$100.00 per FAMILY non-deductible, non-refundable registration fee, and all other required paperwork that is included in their Registration Packet. **Re-registration deadline is March 31st.** Late re-registration (anything sent in after March 31<sup>st</sup>) is subject to an additional \$50.00 fee, and only accepted if space is available.

### **Tuition is due according to one of the following two payment options:**

1. **Option 1: Annual:** Full tuition payable by July 1.  
*Please note that cash, check, and credit card payments are acceptable.*
2. **Option 2: Use of F.A.C.T.S.:** An Automatic Payment Plan -There is a \$35.00 enrollment fee charged by the company.  
*All FACTS agreements begin July 20 and withdrawals will occur over the chosen 10 month or 5 month schedule.*

\*\*\*\*\* See Tuition Pricing & Payment Schedule for tuition rates, payment plans, and due dates. \*\*\*\*\*

### **Criteria for Payment Category**

1. **Affiliated Catholic:** registered with a Catholic Parish in the Diocese and using the envelope system. This will be verified, as the Parish identified will be assessed \$250.00 per student as stated in the Archdiocesan guidelines. If your church does not list you as an active member you will be billed the “non-affiliated” rate.
2. **Non-Affiliated Catholic or Non/Catholic:** a Catholic not registered with a parish and/or not using the envelope system or a non-catholic.

### **Multiple Child Discount**

1. Families that have more than child attending the School will receive a multiple child discount.
2. **Pre-K 4 is not included in the multiple child discount rates.**

### **Delinquent Tuition**

1. For those families who choose to pay their tuition by Option 1, payment **MUST** be made in full by July 1. Payments not received by July 10 will be considered delinquent and will be assessed a \$25 late charge. Your child may not return to school until your tuition account is brought up to date. **NO EXCEPTIONS.**
2. A fee of \$25.00 will be assessed for each check returned by the bank.
3. No post-dated checks will be accepted.

### **Tuition Assistance**

1. Requests for tuition assistance must be made in writing and addressed to the Principal, with proof of qualifying need.
2. After reviewing all requests with the Pastor, the Principal will notify the families before the close of school year.
3. All requests and information will remain confidential.

### **Tuition Refunds**

1. Refunds of tuition apply only to those who pay tuition on an Annual basis.
2. If a student leaves the school during the school year a refund shall be due according to the following:  
*No refund for the current quarter or any quarter already completed.*  
Refunds will be made for any quarter that has not yet begun at the time the student withdraws.

### **Fundraising Obligation**

The Home and School Association will coordinate fundraising activities. It will be the responsibility of each family to raise a specific amount through participation in these events.

1. All fundraising obligations **MUST** be paid in full by June 15. Your child may not return to school until your fundraising account is brought up to date. **NO EXCEPTIONS.**
2. Your account will be reviewed in December and June and a refund will be issued for the obligation amount met at that time, however not to exceed \$300.
3. In addition to Home and School Association fundraising, the school is also committed to raise funds through Advancement events. This is accomplished by means of an Annual Fund/Pledge Drive and various fundraising events deemed appropriate. Without your help and encouragement, these events will not be successful. **Advancement events do not count toward the above-mentioned family H&S Fundraising Obligation.**
4. All money collected through various fundraisers is non-refundable.