



CONTINUOUS ENROLLMENT CONTRACT

This is a Continuous Enrollment Contract. The term of my student’s Continuous Enrollment begins with this signed Enrollment agreement, and thereafter continues automatically for students in good standing through completion of grade 8 or until the official cancellation or withdrawal procedures are completed as stated herein. By signing and returning this contract to St. Francis Xavier Catholic School (“STFX”), the parties entering this contract acknowledge their contractual obligation and agree to pay the annual tuition as designated by STFX plus any related fees in full.

Notwithstanding the automatic re-enrollment of students in this Continuous Enrollment Contract, STFX retains the right, at its sole determination, to expel, dismiss, or otherwise terminate this Continuous Enrollment Contract and my student’s enrollment or re-enrollment at any time.

TUITON

2018-2019 Tuition Rates

	ANNUAL	or	MONTHLY*
First Child	\$3,600	or	\$300
Second Child	\$3,400	or	\$283
Third Child	\$3,200	or	\$267
Fourth Child	No Charge		No Charge

*Monthly rates based on a 12-month payment plan.

I (we) agree to pay the required tuition listed above and the fees as specified below. The tuition amount for each enrollment year will be billed, starting in 2018 and continuing for the entire period of continuous enrollment. Please select one payment option listed below. The payment option you select will be in effect during the entire period of continuous enrollment unless a written request is made to STFX.

I (we) understand that STFX has the right to adjust annual tuition (announced every February in the Tuition Letter), and such adjustments will be a part of this Continuous Enrollment Contract.

PARENT/GUARDIAN INFORMATION

Both parents are responsible for full tuition payment. If the student is in a single parent household and/or only one parent is assuming full responsibility for tuition, only one signature is required. Parents who wish to split responsibility for tuition, please see information to complete at the end of this agreement.

Parent/Guardian 1	Parent/Guardian 2
Name:	Name:
Address:	Address:
City, State, Zip	City, State, Zip
Preferred Email	Preferred Email
Phone <input type="checkbox"/> Mother <input type="checkbox"/> Father	Phone <input type="checkbox"/> Mother <input type="checkbox"/> Father

STUDENT INFORMATION

Family Name: _____

First Child: _____ Grade: _____ Tuition Amount: \$3,600

Second Child: _____ Grade: _____ Tuition Amount: _____

Third Child: _____ Grade: _____ Tuition Amount: _____

Fourth Child: _____ Grade: _____ Tuition Amount: N/A

The total amount of my tuition (before assistance) is: \$ _____

Tuition Assistance is available for PARISH (STFX or other Catholic church without a school) families with **documented financial need**.

FAIR (Financial Aid Independent Review) is a third-party service utilized by STFX which provides financial aid recommendations to STFX.

Please Note: No more than 50% of the required tuition will be given as tuition assistance.

FAIR forms will be provided online or by the school office upon request.

PAYMENT OPTIONS

I understand and agree that all tuition payments will be made through the FACTS company online.

_____ Plan 1: Annual Payment (through FACTS, made between July 1 and August 15 each year)
- \$50 discount per child. No FACTS fee.

_____ Plan 2: Two (2) Semester Payments (through FACTS, due July 31 and January 31 each year)
- \$10 FACTS fee.

_____ Plan 3: Four (4) Quarterly Payments (through FACTS, due July 31, October 31, January 31, and April 30 each year)
- \$35 FACTS fee.

_____ Plan 4: Ten Monthly Payments (through FACTS, first payment due August 31 of each year, with payments due by the end of each subsequent month through May of the following year)
- \$45 FACTS fee.

_____ Plan 5: Twelve Monthly Payments (through FACTS, first payment due June 30 of each year, with payments due by the end of each subsequent month through May of the following year)
- \$45 FACTS fee.

Note: FACTS Form and Application Fee must be submitted online to FACTS.

FEES

In addition to the tuition above, the following fees will be billed directly to your family at the beginning of the school year: Technology, field trips, Middle School Supplies, Student Planners, and other miscellaneous fees.

I (we) understand that STFX has the right to adjust or add to these fees, and such adjustments and additions will be a part of this Continuous Enrollment Contract.

CANCELLATION PROCESS AND RELATED TUITION PAYMENTS

Enrollment for the next enrollment year will occur automatically and families will be responsible for tuition according to the withdrawal schedule below, unless a Notification of Withdrawal (form available from STFX) is submitted to the school Principal prior to April 1.

Release from tuition payments (adjusted for any financial aid) and contractual obligations are as follows:

- If notification of cancellation is received by STFX prior to April 1, the student will not be enrolled at STFX for the next enrollment year, and no tuition for the next enrollment year will be charged.
- Withdrawal on or after April 1: tuition for enrollment year will be charged at 50% of contract amount, unless the withdrawal is due to a family move outside of the district, change in family status, or other circumstance as approved by Administration.
- Withdrawal after start of school year: in addition to the 50% charge above, tuition for enrollment year will be charged on a pro-rated basis (based on the number of school days already past in enrollment year, divided by the total number of school days in the enrollment year). Total charge shall not exceed 100% of contract amount for that enrollment year.

The above schedule is effective, whether the withdrawal is for expulsion, dismissal, transfer, or otherwise. Under any withdrawal circumstance, the registration deposit is non-refundable and will not be pro-rated.

DELINQUENT TUITION POLICY

- The following policy applies to delinquent tuition. Only the Principal may approve, in his or her sole discretion, an exception to this policy. If tuition cannot be paid on time, you must communicate with the Principal in writing to prevent enforcement of the delinquent tuition procedures. Any such exceptions will be provided in writing by the Principal.
- Students with delinquent tuition may not be permitted to continue enrollment.
- Checks and Automated Clearing House (ACH) payments that do not clear the bank may be charged a NSF fee.
- Students may be charged for other miscellaneous fees (e.g. computer damages, lost books etc.).
- Accounts requiring collection action will be liable for attorney fees and costs.

ACTIVE MEMBERSHIP

School families are encouraged to be active members of their parish. Active membership includes the following:

- Attending Mass regularly on Sunday and Holy Days of Obligation
 - This is an absolute requirement.
- Regular giving in the Sunday offering
 - The amount you give is not the issue, only that you do give.
- Sharing of your time and talents
 - There are many opportunities to share your gifts with the parish and the school. We expect that you will commit to at least one opportunity.

SPLIT TUITION ARRANGEMENT

Only complete this section if you will be splitting your student's tuition with another person. Both parties **must** complete their own enrollment contract. Your student will not be considered enrolled until we have received both contracts.

Percentage of tuition and fees being paid: By you: _____% By another party _____%

Additional Party Billing Name: _____ Relation to student: _____

Billing Address: _____

Preferred Email _____ Phone: _____

REGISTRATION FEE

A **Registration fee** is due with this Continuing Enrollment Contract. The registration deposit for the 2018-2019 enrollment year is \$75 per student.

Number of Children Total
Return by March 1: _____ x \$75 = _____

ACKNOWLEDGEMENT

I have carefully read, fully understand, and will abide by all the terms of this **continuous enrollment contract**. Each signor is jointly and severally responsible for all amounts due under this tuition agreement.

Signature of Parent/Guardian 1

Date

Signature of Parent/Guardian 2

Date

REMINDER

- **Include Non-refundable Registration Fee when returning Tuition Agreement.**
- **FACTS form and application fee must be submitted online to FACTS.**