



St. Gregory the Great Catholic School

Family Name: _____

Office Use Only
Parent # _____

TUITION POLICY AND AGREEMENT 2012-2013

Father Guardian Mother Guardian

NAME: _____

NAME: _____

(Please Print)

(Please Print)

Billing Name: _____

Billing Address: _____

(No. and Street)

(City)

(State)

(Zip)

TUITION RATES : (These rates are subject to change annually, based on Diocesan recommendations.)

***Supporting Parishioner – St. Gregory the Great Parish**

	(Per Year)	(Per Month -10 mos.)	(Per Day)
1 Child	\$ 5,923	\$ 592	\$33
2 Children (\$5,035)	\$10,958	\$1,096	\$61
3 Children (\$4,738)	\$15,315	\$1,570	\$87

**A Supporting Parishioner is defined as a registered, supporting member of St. Gregory the Great Parish who makes a weekly contribution of \$10 or more in the Parish Sunday Envelope or via automatic debit.*

A completed Letter of Verification of Support from St. Gregory the Great Parish office must accompany this signed Tuition Agreement at the time of registration/re-registration, in order to qualify for this rate of tuition.

Non-Supporting Parishioner or Not Registered at St. Gregory the Great Parish

	(Per Year)	(Per Month – 10 mos.)	(Per Day)
1 Child	\$ 6,569	\$ 657	\$37
2 Children (\$5,584)	\$12,153	\$1,215	\$68
3 Children (\$5,255)	\$17,405	\$1,741	\$97

Non-Catholic

	(Per Year)	(Per Month - 10 mos.)	(Per Day)
1 Child	\$ 7,538	\$ 754	\$ 42
2 Children (\$6,435)	\$13,973	\$1,397	\$ 78
3 Children (\$6,030)	\$20,003	\$2,000	\$111

TUITION PAYMENT OPTIONS:

All families are expected to make tuition payments according to one of the following payment options.

Please check **one** plan from the selections below: (Your billing statement will reflect your selected plan).

- OPTION 1: ANNUAL (SINGLE) PAYMENT**
 - Full payment on or before July 2, 2012.
 - A 2% discount is offered if paid by July 2, 2012 (**Cash or check only paid directly to the school office.**)
- OPTION 2: 10 MONTH PAYMENT PLAN**
 - If this option is chosen parents will be required to complete and submit a FACTS Tuition Payment Agreement. Families who choose this option will pay an annual processing fee of \$41.00 to FACTS, which will be automatically deducted from the family's designated bank account.
 - Tuition is paid over a 10 month period using FACTS Tuition Management Company.
 - The 10 month payment plan begins with the first payment on or before July 5, 2012 with one monthly payment due the fifth of each month, August 2012- April 2013.
 - The FACTS plan offers two tuition payment options:
 1. Electronic debit, as authorized by the parent, from a designated bank account (checking or savings) payable on the 5th of each month.
 2. Credit Cards (American Express, Discover or Master Card). A convenience fee of 2.5% is assessed on credit card tuition payments.

LATE PAYMENTS AND RETURNED CHECKS

A late charge of \$30.00 will be incurred if payment is received after the end of the school day on the 10th calendar day of the month which the payment is due. For the due date, refer to the payment option you selected. A check returned by the bank, for any reason, will incur a \$30 charge. If more than two checks are returned by the bank, all subsequent payments must be made in cash, or by money order or cashier check.

PRO-RATED TUITION

- Withdrawals: Parents, who withdraw their student(s) during the course of the year, are responsible for tuition through the end of the semester in which they withdraw.
- Entrance Mid-Year: Tuition will be prorated beginning with the month of enrollment for students entering during the school year.
- Medical/Personal Absence/ Extended Leave: Tuition will not be prorated.

ANNUAL REGISTRATION REQUIRED

All families are required to sign and timely submit a Tuition Policy Agreement and Registration/Re-registration Application, including all fees, each year for the purpose of enrollment. Registration/Re-registrations deadlines are published annually. Enrollment each year is contingent upon this registration or re-registration. Paying tuition through FACTS Tuition Management, without timely completion of registration/re-registration, including payment of all fees, does not guarantee enrollment.

LATE PAYMENT/DELINQUENCY

The following policy will apply when tuition payments are late:

ANNUAL PAYMENT OPTION

If payment is not received on or before July 2, the discount will be forfeited. The family will be contacted by the school office within five working days of the late payment and alternative payment options will be offered. If this alternative is not honored, all tuition payments shall be made through FACTS Tuition Management.

MONTHLY PAYMENT OPTION

If the family has missed a monthly payment due to insufficient funds, a penalty fee of \$30 will be assessed by FACTS Tuition Management. FACTS will re-attempt to collect the tuition payment approximately 15 days after the missed payment.

NON-PAYMENT OF TUITION

Should a family be experiencing unexpected financial difficulty, the school office should be notified at least five working days prior to the scheduled date for tuition payment. The payment plan can be adjusted for that month to accommodate the needs of the family. It is the responsibility of the family to keep the school informed if any adjustment needs to be made in their tuition payment plan. Until the financial obligation to St. Gregory the Great Catholic School has been satisfied, the administration has discretion in enforcing the following consequences:

- A. Withdrawal of the student(s) until the account is current.
- B. Re-registration for the following year will not be offered until the family account is current.
- C. Report card, final grades, will be withheld until the tuition account is current.

THE SCHOOL SHALL HAVE THE RIGHT TO LEGAL ACTION FOR THE NON-PAYMENT OF TUITION:
Parents/guardians will be responsible for all costs, including legal and collection fees.

***I/WE HAVE READ THIS AGREEMENT THOROUGHLY AND HAVE FILLED IT IN COMPLETELY.
I/WE UNDERSTAND IT AND AGREE TO COMPLY WITH THE POLICY AS SET FORTH BY ST. GREGORY THE GREAT CATHOLIC SCHOOL.***

Signature of Father/Guardian: _____ Date: _____

Signature of Mother/Guardian: _____ Date: _____

PLEASE ENSURE THAT YOU HAVE:

- Selected a tuition payment option Signed and dated the tuition agreement Attached Letter of Verification of Support (if applicable)