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**2019/20**  
**Tuition Contract**  
**PreK through Grade 8**

Our financial stability is dependent upon prompt payment of tuition. FACTS Tuition Management company is the provider we use to manage the collection of tuition, Extended Day (EDP), as well as various other school sponsored activities such as athletics and clubs. All parents/guardians, even if paying in full, are required to create a FACTS account. Payments, including incidentals such as field trips, athletics, etc., must be made through the FACTS program.

**We offer the following TUITION payment plans:**

- **Pay in full:** FACTS enrollment fee is \$20.00. Must be paid by July 1<sup>st</sup>, 2019. May pay by check at institution or via your FACTS account. Your FACTS account is also used for incidental billing such as Extended Day, Athletics, etc.
- **Monthly:** FACTS enrollment fee is \$50.00. Standard monthly, automatic deductions from **July-June** (12 months). May use bank account or credit card. Using a credit card carries a 2.85% per transaction convenience fee. You may choose to have your deduction taken out on either the 5<sup>th</sup> or 20<sup>th</sup> of each month.
- **Semi-Monthly:** FACTS enrollment fee is \$50.00. Semi-monthly payments coming out on the 5<sup>th</sup> AND 20<sup>th</sup> each month, July– June (12 months)
- **Semi-Annual:** FACTS enrollment fee is \$20.00. Payments will be scheduled in August and December on the 5<sup>th</sup> or the 20<sup>th</sup> of the month.

**TUITION PAYMENT SELECTION**

(PLEASE CHECK ONE)

I will be using the FACTS Tuition Management Program to pay my TUITION and INCIDENTALS.

I will be paying in full on or before July 1, 2019, **and** will also create a FACTS account to pay for INCIDENTALS.

**Financial Assistance:** A limited amount of financial assistance is available to children in Grades K2-8. All requests, for new and returning families, for financial assistance are processed through the **FACTS Grant & Aid** program. This will ensure confidentiality as you do not submit your private financial information to a school employee. Simply use your FACTS login and proceed to the **Grant & Aid** tab. Any questions, please email the FACTS Tuition Manager, Vicki Dromey at [facts-tuition@shstm.org](mailto:facts-tuition@shstm.org).

**INITIAL** **Deposits:** For returning families, a **non-refundable** cash or check deposit of \$100 per family will be due at registration (typically submitted with re-registration in January). This deposit will be applied to the tuition balance.

For new students, a **non-refundable** cash or check deposit of \$250 per family is due at registration. \$200 of that will be applied to tuition. The remaining \$50 is a one-time registration fee.

**INITIAL** **Tuition:** I understand that by enrolling my child, I am reserving his/her seat for the year and I am obligated to pay the full year's tuition. **Should I withdraw my child, I am obligated to pay tuition through the end of the semester of which I am withdrawing.** **1st semester** is from September 4, 2019-January 17, 2020. **2nd Semester** is from January 20, 2020-Last Day of School, 2020. Families who fail to pay tuition according to any agreement they have made with Sacred Heart School, or who have been unwilling to make alternative arrangements, will be notified that their student(s) will not be allowed to attend Sacred Heart School until payment is current. If such tuition delinquencies exist, the policy is as follows:

(Withdrawal and Delinquency policies may also be found in the Family Handbook)

- **Tuition in arrears as of December 15:** Student(s) will not be re-admitted on the first day of class in January until tuition account is current.
- **Tuition in arrears as of March 30:** Student(s) will not be re-admitted on the first day of class following April vacation until tuition account is current.
- **Tuition in arrears as of May 30:** Final report cards will show an incomplete in each subject. Eighth grade students will not be allowed to participate in graduation ceremonies or receive their diploma. Re-enrollment status for the following school year will be forfeited until tuition account is current.



Grade	(No Service or Calendar Drive) Full Tuition	SEE POLICY BELOW TUITION TABLE FOR DETAIL.	
		<b>Option B</b> School Community Service <b>OR</b> Calendar Drive Participation	<b>Option A</b> School Community Service <b>AND</b> Calendar Drive Participation
PreK/K1 (5 Mornings)	\$ 5,875	\$ 5,475	\$ 5,075
PreK/K1 (5 Full Days)	\$ 6,675	\$ 6,275	\$ 5,875
K2	\$ 6,250	\$ 5,850	\$ 5,450
Grade 1	\$ 6,050	\$ 5,650	\$ 5,250
Grade 2-8:			
One Child	\$ 5,950	\$ 5,550	\$ 5,150
Two Children	\$11,900	\$10,925	\$ 9,950
Three Children	\$17,850	\$16,025	\$14,200
Four Children	\$23,800	\$21,050	\$18,300

**TUITION POLICY (OPTIONS A & B OR FULL PAY)**

PLEASE CHECK ONE

*By selecting Option A or B, you are receiving a tuition reduction. If you do not fulfill the obligations that go along with Option A or B, you will be assessed an additional tuition charge. See note below.*

\_\_\_\_\_ **Option A:** I will provide 20 hours of school community service **AND** financially support the calendar drive.

\_\_\_\_\_ **Option B:** I will provide 20 hours of school community service \_\_\_\_\_  
**OR**  
 Financially support the calendar drive \_\_\_\_\_  
 (sell 30 tickets at \$10/each)

(IF CHOOSING OPTION B  
CHECK EITHER "SERVICE" OR "CALENDAR" )

\_\_\_\_\_ I will pay the full tuition cost in lieu of providing school community service and financially supporting the calendar drive.

**Note:**

- Non completion of calendar drive will result in a \$400 additional tuition charge, to be billed in November 2019.
- Non completion, or if not signed up for volunteer hours by March 1st, will result in a \$400 tuition charge, to be billed in March 2020.

	Grade 2019/20 K2 - 8	Pre-K or K1 <b>(must be 2.9yrs by 9/1/2019)</b>
Child 1 Name: _____	_____	_____
Child 2 Name: _____	_____	_____
Child 3 Name: _____	_____	_____
Child 4 Name: _____	_____	_____

**SIGNATURE OF PARENTS/GUARDIANS WHO ARE FINANCIALLY RESPONSIBLE FOR STUDENT(S)**

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Print Name Daytime Phone Number

\_\_\_\_\_  
Print Name Daytime Phone Number

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

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

By submitting this signed contract, you agree to the full terms.