

St. Clare of Montefalco Catholic School

16231 Charlevoix, Grosse Pointe Park, MI 48230
(313) 647-5100 Fax: (313) 647-5105

2015-2016 TUITION CONTRACT

Payment of Tuition & Assessment Fee

1. No Family will be allowed to register if they have an outstanding balance on Tuition, Latchkey or Assessment fee from a previous year. School records, diplomas or transcripts will not be released until all Tuition and other charges are paid in full.
2. A Registration Fee of \$300 (non-refundable) must be included with the following:
 - a. Completed Registration Form (including birth certificate and immunizations)
 - b. Current school families re-register with FACTS Management thru the school office. New families **MUST** register on the school website with FACTS Management
 - c. Signed Tuition Contract (sign bottom of this form)
3. A late fee of \$25 will be assessed if payments are received late (see FACTS agreement). If ACH or Credit Card payments are denied and result in a late payment, a late fee will be added to your payment.
4. A Returned Payment Fee of \$35 will be automatically assessed for all returned payments (e.g. non-sufficient funds). If two checks are returned St. Clare will no longer accept personal checks and you will be required to pay in cash, money order or certified check.
5. Report Cards, Transcripts and Diplomas will be held at the end of the year if there is an outstanding balance on your account(s).
6. **When we return in January from Christmas break all tuition must be up to date. Families may be excluded from school if tuition payments are not current.**
7. Families will be charged a \$250 Assessment Fee per school year. Participating in (Scrip, Kroger, Great American, Entertainment Books and Market Day) during the year can reduce this fee by certain percentages. **8th grade fundraisers are not** included towards the school fee. All Assessment fees are due by April 30. Families paying Parish Supported Tuition must demonstrate active support of the Parish, as described in the Parish Life Covenant Form, otherwise Full Tuition Rate will be charged.
8. **ALL FAMILIES MUST REGISTER WITH FACTS TUITION MANAGEMENT!**

REFUNDS

If a student is asked to leave or withdraw from St. Clare the undersigned is responsible for the prorated annual Tuition through the end of the month in which the student withdraws.

GENERAL TERMS AND CONDITIONS

It is further understood that the student and students' parent/guardians, will abide by the policies and guidelines as documented in the St. Clare Handbook.

PAYMENT PLANS

St. Clare offers the following Payment Plans. Please choose one.

___ **OPTION 1 - SINGLE PAYMENT PLAN.** The entire amount is due on or before September 1st. A 2% reduction in tuition is offered to any family paying in full by the due date. Discounted amount shall be \$_____. The discount will be forfeited if tuition is not paid in full by the date set forth herein.

___ **OPTION 2 - TWO PAYMENT PLAN.** Tuition is paid in two installments. The first installment is due on or before September 1st, and the second installment is due on or before January 1st. A 1% reduction in tuition is offered to any family paying in full by the due date. Discounted amount shall be \$_____. The discount will be forfeited if tuition is not paid in full by the date set forth herein.

___ **OPTION 3 - MONTHLY PAYMENT PLAN via AUTOMATIC WITHDRAWAL.** Payments will begin in June and end in March. Automatic withdrawal is made from a checking or savings account on the 5th, 20th or end of the month. Credit card payments can also be made.

___ **OPTION 4 - BI-MONTHLY PAYMENT via AUTOMATIC WITHDRAWAL.** Payments will begin in June and end in March. Two payments will be automatically withdrawn from a checking or savings account. You may choose the 5th, 20th or last days of the month. Credit card payments can also be made.

Returning families will re-register with FACTS in the school office at the time of registration.

NEW families must register on line with FACTS Tuition Management. Please go to www.stclareschool.net and click on the registration link. *Please Note: If you select Option 1 or Option 2 and payment is not made by the due date, tuition will revert to the full amount and must then be made through the monthly FACTS plans Options 3&4. A FACTS tuition verification must be provided within fifteen (15) days after the due date. Failure to do so will result in sanctions under paragraph 2 of the Tuition Contract above.

This agreement is made and entered into between St. Clare of Montefalco Catholic School and all responsible parties as signed below and dated.

Father's Name (please print) _____

Father's Signature _____ Date _____

Mother's Name (please print) _____

Mother's Signature _____ Date _____

Guardian's Name (please print) _____

Guardian's Signature _____ Date _____

PLEASE NOTE

Families registering for the 2015-2016 school year MUST register with FACTS Tuition Management. This is mandatory per the Archdiocese. We can make no exceptions to this rule.