



Holy Trinity Catholic School

Tuition & Fees Agreement – 2017-2018



This Holy Trinity Catholic School Tuition & Fees Agreement – 2017-2018 (this “Agreement”) dated _____ is made and entered into between Holy Trinity Catholic School (“Holy Trinity”) and

_____, _____ (collectively, the “Responsible Party”), who is/are the (check one):

(If two parties are listed above, both must sign if they wish to be jointly responsible for this account and have access to it)

Parent (s) Legal Guardian (s) other (explain) _____

of the following students (collectively, “Student” or “Students”):

Student Name	Grade 2017 - 2018

Payment of Tuition and Fees:

1. The Responsible Party hereby agrees to pay tuition and fees for the entire Holy Trinity school year (August 2017 through June 2018) in the amount of \$ _____ (“Tuition and Fees”) subject to any and all applicable discounts, late fees, or other charges, in accordance with Holy Trinity’s current rates/schedules and the information and preferences provided by the Responsible Party on the Tuition and Fees Worksheet. The Responsible Party shall select a payment plan for Tuition and Fees from among the options set forth on the Tuition and Fees Worksheet. All Tuition and Fee payments shall be made in accordance with the payment plan. In addition to the Tuition and Fees outlined on the Tuition and Fee Worksheet, the Responsible Party agrees to pay for all other incurred fees throughout the school year, including, but not limited to, assessments for partially met volunteer and fundraising requirements, cafeteria fees, library fees, extended day fees, as well as any other fees that may be assessed.

Note: Any non-tuition fees or balances that become past due by 30 days will be added to existing tuition accounts for the 2017-2018 year. This can include Extended Day, Returned Check Fees, Fundraising/Volunteer Buyout and/or others.

2. For K-8 families: Families paying in full must submit payment on or before August 31st, 2017. Families paying tuition in full receive a 2% discount if paid on or before August 14th, 2017. Any family not paid in full by August 31st, 2017 will be required to sign up for a SMART Tuition plan. If you have signed up for SMART Tuition when you applied to school your first SMART Tuition payment will be due in July or August depending on the plan selected.

If you register for school after July 31st, 2017 and are using SMART Tuition then you will need to provide payment equal to two month’s tuition directly to Holy Trinity with your registration fee and application. These tuition payments will be applied to your SMART Tuition account.

Those registering after August 31st, 2017 and paying in full are required to pay the entire tuition balance directly to Holy Trinity with the registration fee and application.

Note: Families with children enrolled in Preschool – 8th grade who elect monthly payments will follow the 12-month K-8 schedule.

3. Year End Account Balances: Any remaining account balance, including but not limited to assessments for partially met volunteer and fundraising requirements, cafeteria fees, library fees, extended day fees, as well as any other fees that may be assessed, must be received by Holy Trinity on or before June 30th, 2017 unless special arrangements have been made in writing and signed by the Parish Business Manager and the Principal. If payment is made using SMART Tuition, your last tuition payment must be accepted through their payment system and “posted” by June 19th, 2017 to ensure that Holy Trinity is credited with your payment by June 30th, 2017. Failure to pay any amount required herein, including without limitation the foregoing, by June 30th, 2017 shall result in the following:

- Child(ren) will not be re-admitted for the next school year.
- If you have already enrolled your child(ren) for next year, the space(s) being reserved for them may be given to a child(ren) on a waiting list.
- Child(ren) cannot be admitted to another Catholic elementary, middle or high school.
- Transcripts will not be forwarded to other schools until balances are paid in full.

4. Families of 8th graders: Families of 8th graders must be current in their financial obligations in order to participate in the 8th grade class trip.

5. If a Tuition and Fee payment is past the grace period, Holy Trinity (or its agent, SMART Tuition) may assess a late fee. In addition, Holy Trinity may withhold academic records and/or disallow participation in the 8th grade trip.

6. Withdrawal: If a Student is withdrawn for any reason other than a request by Holy Trinity or mutual agreement, during the school year, a written and signed notice of withdrawal (with the date of withdrawal) must be received by Holy Trinity a minimum of 7 calendar days before the effective date of withdrawal. In connection with withdrawal, Tuition and Fees outlined on the Tuition and Fees Worksheet (including fundraising and volunteer obligations) are owed to Holy Trinity on a “prorated” basis, using the same criteria as outlined in the “refund” policy below.

7. Refunds

(K-8): Within a reasonable time, and upon receipt of a “notice of withdrawal”, a refund of prepaid tuition and fundraising “buyouts” (if applicable) will be made after allowing for sufficient time for funds to be received by Holy Trinity and to “clear” the remitter’s bank account. Please note that payments made through SMART Tuition can take 10 days or more to be received by Holy Trinity. The refund will be based upon the 180 day school calendar (1/2 days count as full days) and the amount refunded will be prorated based upon the days that school was in session. The prorated amount “earned” by Holy Trinity will extend until the later of the effective “notice of withdrawal” or the child’s last day of school. If no notice is given, then the amount “earned” by the school will extend through the 7th calendar day beyond the child’s last date of attendance.

(Preschool): A refund of prepaid tuition will be made under the same terms as K-8, but will be based upon the total number of calendar days in which preschool planned to hold sessions during the school year.

Note: Any refunds given for either K-8 or Preschool will not include registration fees, Smart Tuition fee, late fees, bounced check charges, excess volunteer hours worked, excess fundraising “profit” earned etc. In addition, if a discount had been given for an annual premium payment, and withdrawal from the school takes place before less than 7 months of attendance, an adjustment would be made to the refund to “recapture” the discount given.

8. Prorated “Tuition and Fees”, and Fundraising and Volunteer Obligations and Payments: For children beginning school after the start of the school year, “tuition and fees”, fundraising “buyouts”, fundraising profit and volunteer hours will be prorated using the same methods used to calculate “refunds”.

General Terms and Conditions:

9. When submitting a completed Application for Admission, payment of a non-refundable registration fee in the amount of fifty dollars (\$50.00) per family is required for **K-8** applicants applying on or before February 24, 2017 or in the amount of seventy five dollars (\$75.00) if applying after February 24, 2017. A separate non-refundable registration fee in the amount of seventy five dollars (\$75.00) per family is required for **preschool** applicants. The total for families applying on or before February 24, 2017 is \$125 and the total for families applying after February 24, 2017 is \$150. **The registration fee is non-refundable for any reason, including but not limited to, a denial of a Student’s application.**

10. The terms and conditions of the Holy Trinity’s enrollment and other policy information which may be provided to the Student are hereby incorporated into this Agreement by reference.

11. It is further understood, that each Student and Student’s parent(s)/guardian(s) will abide by the policies and guidelines as documented in the Holy Trinity handbook.

12. To qualify for CATHOLIC FAMILY TUITION RATES, a family must be registered at a Catholic Parish, worship regularly, and participate. Families who are not members of Holy Trinity Parish must submit a completed, signed **Pastor Verification Form** with

their enrollment documents to be eligible for the Catholic tuition rates. If the Pastor Verification form is received after school begins, Non-Catholic tuition rates are assessed and must be paid until the date that the Pastor Verification form is received.

13. Volunteer Obligations - All families with students enrolled in kindergarten through 8th grade are expected to participate in 40 hours of service by June 1, 2018. There is a limit of 15 hours for coaching and 10 hours for PTG events. There is a \$625 buyout if you choose not to participate. The buyout payment is due by December 3, 2017 with a \$25 a month late fee assessment with no grace period. All volunteers agree to follow the Diocesan safe environment requirements for volunteers.

14. Fundraising Obligations - All families with Students enrolled in Holy Trinity Catholic School Kindergarten through 8th grade are required to sell \$550.00 in fundraising profit. There is a \$625 fundraising buyout. The buyout payment is due by October 1, 2017 with a \$25 a month late fee assessment with no grace period.

15. Partially Met Fundraising and Volunteer Obligations- The cutoff date to meet all obligations for families electing to participate in volunteering and fundraising is June 1, 2018. If you are short in volunteer hours, you will be assessed at the rate of \$15.63 (625/40) for every hour you are missing. If you are short of your fundraising requirement you will be assessed at \$625 minus the amount you have "fundraised". Partially met fundraising and volunteer assessment amounts are due by June 3, 2018. A \$25 per month late fee with no grace period may be assessed after that date. Please note that you can monitor both your volunteer hours and fundraising amounts at www.holytrinitygoaltracker.com. Please check this website frequently and report any discrepancies promptly.

Note: All discrepancies on goaltracker must be reported to the appropriate chairperson within two weeks of the last day of the nine week period.

Note: Families of 8th grade Students must make their payments before the date of the 8th grade trip for their child (ren) to attend.

16. Financial Aid, Scholarships, Grants etc: No monetary aid is guaranteed. Aid received through the Diocese is generally through the BEF and SOS funds. Catholics may qualify for both BEF and SOS, while non-Catholics may qualify only for SOS. Any money received on behalf of a Student will be applied to the family's account equally throughout the remainder of the school year.

17. Returned checks: All returned checks will incur a fee of \$25.00. If two checks are returned for insufficient funds, Holy Trinity will no longer accept personal checks and you will be required to pay in cash or with a certified check from a local bank.

18. I/We understand that a place will be reserved for our Student(s) only if this form, the registration fee and other required registration documents are submitted with this Agreement and other conditions of enrollment are met. I/We understand that acceptance of enrollment depends on Student's successful completion of the current school year and on full payment of all tuition and fees for the current and/or prior school years.

19. I/We understand that all Students are admitted on a 30 day probation period and Holy Trinity reserves the right to deny enrollment and/or expel a Student whom it determines is unsuitable for enrollment.

20. Contact Information

Email Addresses: Holy Trinity's preferred method of communication is by email. Signers of this document need to provide Holy Trinity with their current valid email address and must keep Holy Trinity informed if their email address has been changed.

Mailing Address and Phone Numbers: Signers of this document must provide Holy Trinity with their current valid mailing address and phone number and keep Holy Trinity informed as to any changes in this mailing address or phone number.

21. All parties who agree to be responsible for payment must sign this Tuition and Fees Agreement form and register for SMART Tuition through the school's website (if applicable). The party(ies) who signs(sign) these agreements is(are) solely responsible for payment of Tuition and Fees due Holy Trinity and information and questions regarding this account will be directed only to the signers of these agreements.

Special Note to Spouses: If both parents wish to have access to financial information regarding their tuition account with Holy Trinity, both must sign this Agreement and be added to the SMART Tuition account, (if applicable). Otherwise, in order to gain access to this information later, the parent not signing this agreement will need a letter of approval from the spouse who originally signed this Agreement.

(Please see signature page on reverse side)

I/We, the Responsible Party, have read and understand the terms and conditions of this Agreement, for the enrollment of Student(s) for the 2017-2018 school year. I/we agree to abide by said terms and conditions and agree to fulfill the total financial obligation for payment of tuition as set forth herein.

1.

Signature of Parent/Legal Guardian/Other

Date

Print Name

Phone

Mailing Address _____

Email Address

2.

Signature of Parent/Legal Guardian/Other

Date

Print Name

Phone

Mailing Address _____

Email Address