



# Holy Trinity Catholic School

## Preschool Tuition & Fees Agreement

### 2017-2018



This Holy Trinity Catholic School Preschool 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 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 other incurred fees throughout the school year, including, but not limited to, 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. Families paying in full must submit payment on or before August 31<sup>st</sup>, 2017. Payments made in full on or before August 14<sup>th</sup>, 2017 will qualify for a 2% discount. If your payment in full is not received by August 31<sup>st</sup>, 2106 then you will be required to sign up for the SMART tuition payment plan.

If you have signed up for SMART Tuition when you apply to school then your first payment is due in August.

If you are registering after July 31<sup>st</sup>, 2017, then you will need to provide a payment equal to one month’s tuition with your registration fee and application. If applying after August 31<sup>st</sup>, 2017 and paying in full then the tuition payment is due with your registration fee and application. This payment must be sent directly to Holy Trinity and the amount will be applied to your SMART Tuition account (if applicable).

3. Year End Account Balances: Any remaining account balance which include tuition, before and after care, lunch accounts and any and all assessed fees or penalties, must be received by Holy Trinity before May 31<sup>st</sup>, 2018, 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 payment must be accepted through their payment system and “posted” by April 30<sup>th</sup>, 2018 to ensure that Holy Trinity is credited with your payment by May 31<sup>st</sup>, 2018. Failure to complete payment by May 31<sup>st</sup>, 2018 will 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. Withdrawal: If a Student is withdrawn for any reason other than a request by Holy Trinity Catholic 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.

#### 5. Refunds

Within a reasonable time, and upon receipt of a “notice of withdrawal”, a refund of prepaid tuition 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 Preschool calendar 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 7<sup>th</sup> calendar day beyond the child’s last date of attendance.

**Note:** Any refunds given for either Preschool will not include registration fees, Smart Tuition fee, late fees, bounced check charges, 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.

6. Prorated “Tuition and Fees”: For children beginning school after the start of the school year, “tuition and fees”, will be prorated using the same methods using to calculate “refunds”.

#### **General Terms and Conditions:**

7. When submitting a completed Application for Admission, payment of a non-refundable registration fee in the amount of seventy five dollars (\$75.00). **The registration fee is non-refundable for any reason, including but not limited to, a denial of a Student’s application.**

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

9. 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. All handbooks are available on the school website.

<http://www.holytrinityelementary.org/parents-handbook>

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. All parties who agree to be responsible for payment must sign this Tuition and Fees Agreement form and the SMART Tuition Agreement form (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 (as well as the SMART Tuition agreement, 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.

**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