

**SAINT MICHAEL THE ARCHANGEL SCHOOL
REGISTRATION AND TUITION CONTRACT
2013-2014**

I/We _____ jointly and severally promise to pay to Saint Michael the Archangel School (the "School") the sum of tuition, books, registration and fundraiser fees as listed below. These fees are for the enrollment of the following children in the School for the 2013-2014 school year.

Child(ren) Name(s)	Grade	Tuition Rate	Total Book Fee	Actual Book Fee *	Total
_____	_____	\$ _____	<u>\$290.00</u>	<u>\$ 200.00</u>	\$ _____
_____	_____	\$ _____	<u>\$290.00</u>	<u>\$ 200.00</u>	\$ _____
_____	_____	\$ _____	<u>\$290.00</u>	<u>\$ 200.00</u>	\$ _____
				Registration	\$ _____
				Fund Raiser	\$ <u>200.00</u>
				Total	\$ _____

*Reflects \$90.00 received
From the Non Public
Student Textbook Program

TERMS OF REGISTRATION AND TUITION CONTRACT

1. **Parishioner Status.** The above tuition rate is based upon your status as either a parishioner or a non-parishioner of Saint Michael the Archangel Church. Parishioners are those families who are Catholic and contribute weekly in the church envelopes for each week of the 52 weeks of the year. All other families are considered non-parishioners. Your status will be reviewed at the time of registration and on a quarterly basis thereafter. If your status changes, the tuition rate will be adjusted accordingly. New parishioners who register at Saint Michael the Archangel Church will pay non-parish rates for 3 months to allow for verification of envelope usage.

Parish Rates: Families may request in-parish tuition rates if they can answer yes to all the following questions.

1. Family completed registration as a parish member of St. Michael the Archangel Parish Community;
2. The family participates in the spiritual life of St. Michael the Archangel Parish and insures the obligation to attend weekly Masses is fulfilled;
3. Family supports St. Michael the Archangel Parish Community through weekly use of envelopes in the collection.

2. **Registration Fee.** A non-refundable registration fee is due on or before February 28, 2013, **along with the signed contract.** The fee is \$100.00 per returning family and \$125.00 per new family. After April 30th, returning families will pay \$150.00 and new families will pay \$175.00.

3. **Book and Fundraiser Fees.** The non-refundable book (\$200.00 per child) and fundraiser fees(\$200.00 per family) are due by April 10, 2013.

4. **Tuition Payments.** The School has retained the services of FACTS Management Company ("FACTS") to collect and process certain tuition payments. All families are required to sign the FACTS Automatic Tuition Payment Agreement. Accordingly, tuition payments will be paid by either of the following options:

- i) Pay 100% of the tuition to the School by cash, check, or money order by April 30, 2013. If you select this option you will still be required to enter an agreement with FACTS for a \$10.00 fee.
- ii) Make 11 monthly payments to FACTS through your checking or savings account. If you select this option, you will be required to pay FACTS an annual fee of \$35.00 per family and enter a FACTS Agreement for the servicing of your tuition account.
- iii) Use a Credit Card. If you select this option, you will be required to pay FACTS an annual fee of \$35.00 per family and enter a FACTS Agreement for the servicing of your tuition account. There is an additional fee for this option. Parents must call FACTS directly set up the credit card option. (1-800-624-7092).

6. **Penalty for Late Payment.** Penalties for late payment will be assessed in accordance with the FACTS Agreement.

7. **Payment in Full.** A \$100.00 reduction in tuition will be offered to those families who pay the full yearly tuition by April 30, 2013.

8. **Delinquent Tuition Accounts.** If tuition payment is not received within 45 days of the due date, the School may suspend the student for whom tuition is delinquent. The suspension of the student will remain in effect until the account is made current or the responsible party makes payment arrangements that are satisfactory to the School. If tuition payment is not received within 60 days of the due date, the student will be deemed to have voluntarily withdrawn from enrollment in the School and will not be permitted attend classes. A student's tuition and fees account must be current at the time of registration in order for the student to be enrolled in the School for another school year. Interest shall be charged to all unpaid balances at the amount of 1.5% a month and any costs of court suit including reasonable attorney's fee will be assessed. After 60 days the tuition account will be turned over to a collection agency.

9. **Withholding of Records.** The School may withhold and refuse to release report cards, transcripts and all other academic records for any student whose tuition, fees or other financial obligations to the school are not paid in full. This also applies to graduating students applying for high school admission. If payment is made by personal check, the School reserves the right to continue withholding the records until the check has cleared. If payment is made by cash, money order or certified check, the School will release the records upon receipt of payment. Payments by personal check must be made at least 10 days prior to a regularly scheduled report card distribution date. Payments made within 10 days of a regularly scheduled report card distribution date must be made by cash, money order or certified check. After 60 days the tuition account will be turned over to a collection agency.

10. **Tuition Refunds.** Book, fundraiser and registration fees are non-refundable. If a departure of a student occurs after February 1, there will be no refunds of any tuition payments made for the school year that the departure occurs. If a departure occurs prior to February 1, tuition payments will be refunded on a prorated basis only if a replacement student subsequently enrolls in the School. Once the month has started, tuition is due for the whole month.

By signing below, I/We acknowledge our understanding of and agreement to the terms of the Registration and Tuition Contract.

Signature of Parent/Guardian	Signature of Parent/Guardian	_____/_____/_____ Date	Amount \$ _____
Signature of School Representative	Date ____/____/____		Check No. _____
			Date _____

IF TUITION ASSISTANCE IS REQUESTED, PLEASE SIGN THE REVERSE SIDE