



**Saint Theresa Catholic School
Family Tuition Agreement
2023 – 2024**

Student1 Full Name:		Student2 Full Name:	
Student3 Full Name:		Student4 Full Name:	
Student5 Full Name:		Student6 Full Name:	
Parent1/Legal Guardian1 Name:	Parent1/Legal Guardian1 Cell Phone:	Parent1/Legal Guardian1 Email:	
Parent1/Legal Guardian1 Street Address:	City:	Zip code:	Home Phone:
Parent 2/Legal Guardian2 Name:	Parent 2/Legal Guardian2 Cell Phone:	Parent 2/Legal Guardian2 Email:	
Parent 2/Legal Guardian2 Street Address:	City:	Zip Code:	Home Phone:
Check Payment Schedule: <input type="checkbox"/> Annually <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Monthly			

Terms of Agreement

Tuition Payment Method

Saint Theresa Catholic School (STCS) uses FACTS Management to collect tuition, the annual Enrollment/Re-Enrollment Fee, Activity Fee, and FACTS Incidental Billing for all other fees. All families are required to have active and up-to- date FACTS accounts. During the enrollment process you will be directed to FACTS Management to set up or edit your account and select your payment plan. The annual tuition is based on a 10-month school year with tuition payments beginning in July and ending in April. The Enrollment/Re-Enrollment Fee is due upon submission of the Enrollment/Re-Enrollment Packet. The Activity Fee is due in full on the 1st of May, prior to the start of the school year. You have three (3) tuition payment options to choose from:

1. The 10-Month Installment Plan – July through April
2. The Semi-Annual Installment Plan – July and February
3. The Annual Installment Plan - July

Your completed agreement with FACTS will authorize payments to be processed upon completion of your enrollment/re-enrollment.

Tuition for students enrolling after the start of the school year will be pro-rated and the tuition payments will be spread outover the remaining months left in the 10-month payment plan.

Tuition Discounts

STCS families with three or more enrolled children are eligible for a tuition discount as follows:

- 3rd child – 25% discount
- 4th child – 50% discount
- 5th child – 100% discount

Past Due Accounts

Student Records will NOT be issued to parents with past due accounts. This includes amounts due for Enrollment/Re-Enrollment Fees, Activity Fees, and Incidental Expenses. Please contact the Business Manager immediately in case of financial hardship. Families with continually delinquent accounts may be required to obtain a bank loan for tuition payment and to ensure continued enrollment of their children.

Refund Policy

If the student is withdrawn, for any reason other than request by STCS or mutual agreement, during the school year, all remaining tuition through the end of the year must be paid in full unless the Principal agrees in writing to refund a portion of the remaining tuition. Otherwise, there will be no refund, credit, or reduction for withdrawal, absences, vacations, snow days, illnesses, holidays, or moving. There will be no refunds for the annual Application Fee, Enrollment/Re-Enrollment Fee, or any Activity Fee.

If a student is asked to leave or withdraw from STCS, the undersigned is responsible for the pro-rated annual tuition through the end of the month in which the student withdraws.

A request for a partial refund of any prepaid tuition must be approved by the Principal and will be considered only if notice of cancellation is received, in writing to STCS, 30 days prior to the first day classes are scheduled to begin. Partial refund of pre-paid tuition is considered only in cases of extenuating circumstances usually involving a family emergency. **There are no refunds for the annual Application Fee, Enrollment/Re-Enrollment Fee, or any Activity Fee.**

Additional Fees

Extracurricular classes such as piano, dance, voice, Spanish, art, tutoring, and all Athletics are not included in the tuition. These fees will vary and will be charged separately through FACTS Incidental Billing.

Partnership in Mission Program

Each family is required to earn twenty (20) Partnership Points over the course of the year. A family that fails to participate in the Partnership in Mission points program, or who does not meet the total service responsibilities for the school year, will be required to pay \$1,200, or \$60 per point in deficit, which is the amount discounted to the tuition charged for that school year.

Financial Agreement

I/We, the undersigned, have read and understand the Terms of this *Family Tuition Agreement* for the enrollment/re-enrollment of my/our child(ren) for the 2023-2024 school year. I/We agree to abide by the terms and conditions as set forth in this *Family Tuition Agreement* and agree to fulfill the total financial obligation for payment of tuition as set forth herein.

Parent 1/Legal Guardian 1 Signature:	Printed Name:	Date:
Parent 2/Legal Guardian 2 Signature:	Printed Name:	Date: