

## Blessed Sacrament 3 year-old Preschool Tuition Policy and Contract

**Tuition Policy:** Tuition costs are set yearly. Because the school has full-year contractual and financial obligations that must be met, such as teacher salaries, heating and electric bills, building maintenance and improvements, and other expenses, families that accept enrollment are required to satisfy the full annual tuition in a timely manner, as described in the School's Tuition Contract. All families with children attending the School are required to have a tuition contract on file ("Agreement") which is signed by the child's parents/guardians. If the parents/guardians are relying upon another individual to make payment or partial payment of the tuition, the parent/guardian is required to also have that individual sign this agreement.

This annual published tuition amount may include certain related fees. The tuition amount does not include incidental fees, such as club and activity fees, lunch fees, fundraising or fees for before or after school care.

Blessed Sacrament School uses the FACTS Tuition Management System. There are no in-house accounts or billings for tuition. All tuition billings will be handled by the FACTS Tuition Management System.

### **General Tuition Conditions and Agreements:**

- Students may not attend classes until all tuition forms are received and verified by the school.
- All prior years' tuitions and fees must be paid in full before an official class schedule will be prepared for the student.
- August tuition payment must be paid in full before the student will be admitted to class.
- Missed payments must be made within 14 days in order for the student to continue in classes.
- In the event of unusual or extenuating circumstances, parents/guardians must request a face-to-face conference with the head of school. No arrangements will be discussed over the phone.

### **Late and Missed Tuition Payments:**

- If parents/guardians sign up for automatic withdrawal (ACH) and miss a payment due to insufficient funds, they will be automatically charged a \$30.00 fee by FACTS Tuition Management and may incur a similar charge from their banking institution.
- All missed payments must be caught up and paid within 14 days.

### **Tuition Delinquency:**

If parents/guardians do not remit tuition payments as described above, they will be considered delinquent and are subject to interest, late fees, and penalties. While a serious and charitable effort may be made to collect tuition, the school may use any legal means necessary to remedy tuition delinquencies, including using a third-party collection agency. All fees or costs incurred in collecting amounts owed may be included in the balance due.

Families with delinquent tuition balances during a school year also are subject to the following:

- Students with accounts more than 14 days in arrears will not be allowed to attend classes until the payment is received.
- Students missing more than 15 days of class due to overdue tuition may be asked to formally withdraw from school and official transfer papers will be processed.
- Students may not be permitted to take semester or final exams until all tuition and fee obligations have been cleared.
- Graduating students may not be permitted to participate in graduation ceremonies or activities until all tuition and fee obligations have been cleared.
- However, when a student (or the school to which he or she has transferred) requests a transcript of his or her school record, the transcript may not be denied on the grounds that the student has not paid his or her tuition.

### Tuition Obligation Upon Withdrawal

If a family decides to withdraw its student from the school, the following schedule shows its financial obligation to the school:

Withdrawal on or before this date:	Family must pay this portion of annual tuition:
September 30	25%
October 31	50%
January 31	75%
February 15	100%

The withdrawal process begins by notifying the Principal's Office. The withdrawal date in the above schedule is the official withdrawal date as recorded by the Principal's Office. If the family paid a greater amount of tuition than the amount required in the above schedule as of the withdraw date, the balance will be refunded to the parent.

Note that, regardless of when or why a student withdraws or is required to withdraw:

- Registration and other incidental fees are non-refundable and will not be returned; and
- The student may not return to the school, or transfer to any other Catholic school, until any and all prior tuition obligations for all school years have been met.

### Dismissal

If at any time the School determines, in its sole discretion, that it cannot successfully provide a student a Catholic education or that allowing a student to continue his or her education at the school would hinder the School's mission or operation, regardless of whether it is because of the student's conduct, his or her parent's/guardian's conduct or any other outside circumstances, the School may require the parents/guardians withdraw the student. In such an instance, any tuition or enrollment fees paid in advance will be refunded to the family according to the withdrawal schedule provided above, unless the reason for the involuntary withdrawal was a result of severe disciplinary reasons. Students who leave the school as a result of severe disciplinary action will be responsible for paying the full tuition. Nothing contained in any other policy, handbook or verbal conversation can alter or minimize the School's unilateral discretion to terminate a student's enrollment.

### Financial Aid:

- Families must register for admission and also apply for financial aid each and every year in order to be eligible for financial aid. Awards are not automatically renewable.
- Families apply for aid through FACTS Tuition Management.
- Financial Aid will be awarded based on ranked, verified, demonstrated financial need.
- Families must declare all sources of tuition assistance; parish, diocese, outside resources, etc.
- **Financial Aid awards will be pro-rated over 10 months.**
- If a student withdraws from school before the end of the year, financial aid will be proportional to the time the student attended school.

Blessed Sacrament 3 year-old Preschool  
240 Regent Ave.  
Providence, RI. 02908  
401-831-3993

Tuition Agreement for \_\_\_\_\_  
Student Name(s)

Parent or Guardians:

Your signature on this Agreement is a promise to pay tuition in accordance with the terms herein. You agree to pay tuition to Blessed Sacrament School for the 2017-2018 academic year in the amount of \$5,650.00 per child (\$5,550.00 if registered before July 1<sup>st</sup>) + the ten-month club fee of \$100.00 per family. This amount does not include **incidental fees**, such as club and activity fees, lunch fees, fundraising or fees for before or after school care. You must make payments to the School's designated tuition management program. Blessed Sacrament uses FACTS Tuition Management. There are no in-house accounts or billings. You have the option to pay by check, credit card (online), ACH withdrawal, money order, or debit card (online). Payments made in the office will be credited to your FACTS account and posted online. Money orders are strongly preferred over cash payments.

You must be enrolled in your selected tuition payment plan by June 1, 2017. You have the option of paying tuition in **One of Three Ways:**

**Option 1: Full Payment. (Waives FACTS enrollment fee of \$45.00)**

Payment of tuition is due on or before 08/05/2017 (Student may not begin class until tuition is paid in full).

**Option 2: Pay in two equal installments. (FACTS enrollment fee is reduced to \$10.00)**

First 50% installment is due on or before 08/05/2017

Second 50% installment is due on or before 01/05/2018

**Option 3: Ten-Month Plan. (Online, auto pay, or by invoice) Families choosing invoice option will pay an additional \$12.00/month processing fee.**

August, 2017 thru May, 2018. Each child = \$565.00/Month. FACTS contract allows parents to choose the 5<sup>th</sup> or the 20<sup>th</sup> of the month to process payments.

I certify that a tuition management account online has been opened for the aforementioned student's tuition. My choice of payment is checked below:

- Option 1: Full Payment**  
 **Option 2: Pay in two equal installments**  
 **Option 3: Ten-Month Plan**

In consideration of the opportunity to enroll my student, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, I, the undersigned parent/guardian or other payer of tuition, agrees to all of the provisions of this Agreement and I understand, and agree to, each of such provisions. I understand that this is a binding contract with Blessed Sacrament School to make the payments set forth herein. All signatories are jointly liable under this Agreement.

\_\_\_\_\_  
First Parent (or Guardian) (Signature)

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Second Parent (or Guardian) (Signature)

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_

Additional Individual Also Responsible for Tuition:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

