

# St. Ann Tuition Agreement 2005-2006

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Each family will receive a Smart Tuition Enrollment Form. The Tuition Agreement needs to be completed and returned, along with the Smart Tuition Enrollment Form and returned to the (Parish) Associate Administrator by 18 May. Failure to do this or make arrangements with the Parish Office to pay in full will void the enrollment of your child(ren) at St. Ann School.

The first tuition payment will be deducted on 10 July 2005. No additional notification will be made for payment with the exception of late billing and default notification.

Parents are responsible for obtaining subsidy approval from their own parish. If subsidy is not approved, the Participating Tuition Rate will not be offered.

Tuition assessment and collection is primarily the responsibility of the parish and thus the Parish Finance Committee must approve any exceptions to this payment and collection process.

There are two payment options for the 2005-2006 school year. Automatic withdrawal through SMART or full payment for the year by 15 June 2005.

## **Monthly Payment Option**

*I/We the undersigned agree to the following Monthly Payment Plan requirements for the 2005-2006 school year:*

1. A \$150.00, non-refundable, per family registration fee will be paid along with each pre-registration form. This form will reserve a spot for your child(ren) in the school.
2. Total tuition costs combine academic fees, athletic fees, yearbook fees, and tuition fees. This total tuition amount will be divided equally into 11 payments beginning 10 July 2005 and ending 10 May 2006.
3. Monthly payments begin on July 10, 2005 and are completed with a final payment on May 10, 2006.
4. All monthly tuition payments will be made by automatic bank draft and processed by SMART Tuition Management.
5. Each payment is withdrawn in full on the 10<sup>th</sup> of the month. An unpaid tuition payment becomes delinquent on the 11<sup>th</sup> of the month. If the 10<sup>th</sup> of the month falls on a Saturday or Sunday, the payment is withdrawn on the previous Friday. If the 10<sup>th</sup> of the month falls on a bank holiday, the payment will be withdrawn on the previous business day.
6. A late fee of \$40.00 per month will be assessed on all delinquent tuition. Payment will be applied to late fees first; the balance of the funds will be applied to tuition. Each late payment will be calculated individually per month in that manner.
7. If the automatic withdrawal on the 10<sup>th</sup> is not honored, a second withdrawal will be attempted on the 20<sup>th</sup>. The second withdrawal will include the \$40.00 late fee.
8. If your tuition account is not current by the last day of the month the student can not attend class the following day until the account is made current.
9. Tuition that is two months delinquent may result in: 1) the balance of the account will be required to be paid in full, or 2) the permanent removal of your child(ren) from St. Ann School.
10. In the event that the undersigned fails to pay the obligations under the terms of this agreement on a timely basis the undersigned agrees to pay all the expenses of collection including collection agencies, attorneys, courts and all other legal and valid collection expenses.
11. If a student withdraws from school for any reason (moving, expulsion, etc.), a refund will be based on remaining academic quarters. If the student attends school for even one day of the quarter, tuition for the entire quarter is due. Fees are non-refundable.
12. All transcripts, report cards, student records and diplomas are the property of St. Ann Catholic Church and will not be issued to current, transferring, or graduating students until all tuition is paid in full.
13. An appeal of any penalty must be submitted to the (Parish) Associate Administrator in writing within ten days of the occurrence. A Parish Finance Board member will review all appeals; all resulting decisions are final.

14. See Family Handbook for further policies and procedures.

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**PLEASE SIGN AND RETURN ONLY THIS SECOND PAGE TO THE SCHOOL OFFICE BY 18 MAY 2005**

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I/We understand and accept all provisions of the St. Ann School Tuition Agreement and acknowledge St. Ann Church's right to collect this debt in the event of default on this agreement.

Date: \_\_\_\_\_

Signed Names: \_\_\_\_\_ Student Name(s) \_\_\_\_\_  
(person responsible for account)

\_\_\_\_\_  
(person responsible for account)

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