

**2019-2020 School Year
Preschool – 8th Grade Tuition Contract**



Student Last Name:

This agreement dated _____ is made and entered between *Monroe Catholic Elementary Schools (MCES)* and (Names) _____ . Parent(s) Legal Guardian Other

Student 1: _____ Grade: _____ Student 2: _____ Grade: _____

Student 3: _____ Grade: _____ Student 4: _____ Grade: _____

1. Tuition – Returning students, register before April 18, 2019 to avoid a \$150 per student late registration fee.

Tuition schedule, *per family**, for the 2019-2020 school year:

<i>Number of Students</i>	<i>Tuition Rate</i>	<i>Deposit Subtracted from Tuition</i>	<i>10 Monthly Payments via FACTS (June- March)</i>
1	\$4,085	\$150 deposit**	\$393.50
2	\$6,985	\$300 deposit**	\$668.50
3	\$9,485	\$450 deposit**	\$903.50
4	\$9,885	\$600 deposit**	\$928.50

Each Student after 4 is \$500 per student and the deposit amount increases by \$150 per student.

<i>Program</i>	<i>Deposit is Subtracted from Tuition</i>	<i>Tuition Rate</i>	<i>10 Monthly Payments via FACTS (June - March)</i>
5 Half-Day Program	\$150 deposit**	\$2,395	\$224.50
5 Full-Day* Program (7:45am-2:30pm)	\$150 deposit**	\$3,985	\$383.50
3 Full-Day* Program (7:45am-2:30pm)	\$150 deposit**	\$2,795	\$264.50

2. Payment of Tuition

The undersigned agrees to pay tuition for the entire school year (beginning **June through March**) in the amount of \$_____ (total tuition amount). Parents shall select a payment plan for tuition from the options set forth below.

Option 1 – Single Payment Plan:

I elect to pay the full tuition amount on or before **May 17, 2019** and will not be charged a processing fee.

Option 2 – FACTS Monthly or Quarterly:

I elect to pay tuition through FACTS in installments beginning June 2019 through March 2020. A \$50 FACTS processing fee will be applied to my first tuition payment. When I register with FACTS, I will establish my payment schedule on-line with the FACTS program; I will sign up by **May 17, 2019**. I understand that a link to FACTS is provided on the MCES website and **that I have to START** the sign-up process.

Option 3 – Custom Payments:

I elect to pay a \$150 processing fee for my MCES custom payment plan. The processing fee will be added to my first tuition payment. I understand that a tuition Covenant Agreement *must* be completed and returned to the **Finance Director** on or before **April 17, 2019** for approval. The Finance Director’s office is at St. Mary Middle School.

Payment of Tuition

- The undersigned agrees to pay for tuition for the entire school year beginning **June –March**. Undersigned shall select a payment plan for tuition from the options set forth above. All tuition payments shall be made in accordance with the payment plan. Tuition is payable by check, money order, or cash. **Payment by MasterCard, Visa or American Express** is also acceptable. A convenience **fee of 3%** will be added to any credit card transaction.
- A family with an **unpaid balance** for the currently enrolled school year **may not register for the following school year** until the tuition for the current school year is paid in full. If special payment arrangements have to be made, the arrangements must be made in writing and signed by the Executive Director or Finance Director with approval by parish counsel or Parish Priests.
- School records or **transcripts will not be released** until all **tuition** and other charges have been paid **in full**.

Tuition Deposit: The annual tuition deposit of \$150 per student is deducted from your tuition and is non-refundable

** To receive a multi-student discount, you must claim the students on your personal income taxes. It is not based on the party paying the tuition bill.*

Tuition Late Fees

If a family fails to meet payment schedule agreed to on their Tuition Contract with MCES, and does not make alternative payment arrangements with Lauren Hussey, Finance Director (located at the St. Mary Campus) the following late fee schedule will apply:

- 30 days late: \$75
- Every month after, there will be \$100 late fee applied to your account
- After 90 days the following may apply in addition to the late fee:
 - Student’s attendance at CYO sporting events may be suspended
 - Student school activities may be suspended
 - Attendance to school could be sanctioned and PowerSchool disabled
 - Collection proceedings may commence

Tuition Refunds

- If the student(s) withdraws, for any reason other than request by MCES or mutual agreement, during the school year, remaining tuition through the end of the year must be paid in full unless the Executive Director 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, illness holiday or moving. Tuition deposits are never refundable.
- If a student is asked to leave or withdraw from MCES, the undersigned is responsible for the prorated annual tuition through the end of the month in which the student withdraws. Tuition deposits are never refundable.
- Prepaid tuition will be refunded only if cancellation is made, in writing to MCES, within 15 business days prior to the first day classes are scheduled to start. Tuition deposits are never refundable.

Returned Checks

- Any checks returned to MCES due to non-sufficient funds will result in a \$25 processing fee. If two checks are returned for insufficient funds, MCES will no longer accept personal checks and the undersigned will be required to pay in cash, with a certified check from a local bank or through the MCES FACTS program.

3. Family Commitments

Parent Service Hours

- If you are a family with PreK-8 child(ren) your family is required to complete 20 service hours at MCES related activities or non-liturgical activities within **St. John, St. Mary or St. Michael** between July 1, 2019 and June 30, 2020 or a **\$200** charge will be applied to your account.
- **Service must be completed by the parents or guardians only**
- Families may not bank hours for subsequent years
- Partial service hours are rounded up to the nearest ½ hours
- Families may not transfer hours to other school families

Fundraising - Raffle

- As part of the tuition commitment and in addition to the tuition rates listed above, PreK -8 families are required to sell 15 raffle tickets at \$20 each or a charge of \$300 will be applied to your tuition account.

4. Financial Aid

- Financial aid does not apply to preschool, childcare or latchkey.

5. General Terms & Conditions

- ***If tuition costs are divided between two parents or guardians, separate tuition payment arrangements must be made with the Finance Director and separate Tuition Contracts must be signed.***
- The terms and conditions of the MCES enrollment and other policy information which may be provided to the student are hereby incorporated into this agreement by reference.
- It is further understood that the student and the student’s parents/guardians will abide by the policies and guidelines as documented in the MCES handbook.
- I/we understand that a place will be reserved for our student(s) only if this form and the non-refundable deposit is submitted with this Agreement. I/we understand that acceptance of enrollment depends on the 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.

Print Mother’s Name

Mother’s Signature

Date

Print Father’s Name

Father’s Signature

Date
