



Tuition Collection Policy

PRESCHOOL THROUGH GRADE 12

WE PRAY! WE LEARN! WE ACHIEVE!

It is the goal of St. Patrick School to work with each family to provide a Catholic education for their child(ren). We understand that many families are sacrificing to invest in their child(ren)'s education. It is important to recognize that St. Patrick Parish also invests significant dollars into the ministry of Catholic education. Therefore, it is critical to the financial health of the school (and school families) that there is open and honest communication about timely tuition payments. We assure you that your family's financial information will be kept confidential.

St. Patrick School provides multiple tuition payment options which are outlined in the Tuition Contract. All families will be required to sign a tuition contract and will be **expected** to meet their tuition obligation per the signed contract. **If at any time during the year, you are unable to make a tuition payment, it is your responsibility to contact the St. Patrick Parish business office to make alternate arrangements. We are willing to work with families, but it is extremely helpful if they contact us before outstanding/delinquent tuition becomes an issue.** If there are any bank fees associated with automatic withdrawals, late fees, returned checks, NSF notices, collection fees etc., the amount of service charge/fees will be added to the family's tuition bill.

Keeping tuition costs reasonable is the responsibility of all, and the St. Patrick School budget does not include money to cover costs associated with late and delinquent tuition and tuition collection costs. When tuition payments are late, it jeopardizes the solvency of the school for all.

The parish is willing to provide additional support to families through our Shamrock Tuition Assistance Program. Families are encouraged to contact the parish business manager or school administrators to discuss their individual financial need. There are scholarships available from the Diocese of Grand Rapids. Anyone in need of financial assistance must apply for a scholarship and submit it through Smart Aid for processing. After the initial deadline, awards are given on a first-come, first-serve basis.

Collection Procedure:

- A.) If you encounter financial difficulty and will be unable to make a payment, you must notify the St. Patrick Parish business manager **before** the payment due date so alternate arrangements can be made.
- B.) If there are insufficient funds in your account on your due date, your account will become past due.
- C.) If an account is not current, the Infinite Campus Portal will be disabled, and grade reports will be held if applicable.
- D.) If after 14 calendar days with a past due balance you have not made contact with the business manager, **a past due notice** will be mailed including a date in which you must make contact by. If no contact is made by this date, **a final past due notice** will be mailed including a date in which you must make contact by. If no contact is made by this final contact date, your child(ren) will not be allowed to be enrolled in the school.

There are five tuition payment options available as outlined in the Tuition Contract that is included on the back of this Tuition Collection Policy.

St. Patrick School Tuition Contract CONTINUOUS ENROLLMENT

SECTION A (must complete this section)

Student Resides with: (Last Name) _____ (First Name) _____
Person responsible for tuition: (Last Name) _____ (First Name) _____
Address _____
Phone Numbers: Home _____ Work _____ Cell _____
E-mail address _____
Student Name #1 _____ 2020-2021 Grade _____
Student Name #2 _____ 2020-2021 Grade _____
Student Name #3 _____ 2020-2021 Grade _____
Student Name #4 _____ 2020-2021 Grade _____
Student Name #5 _____ 2020-2021 Grade _____

SECTION B (review and complete this section)

DUE DATE: Tuition payments are due on the 5th or 15th of the month according to plan selected (select your due date).

LATE PAYMENT: Late/delinquent payments may be charged a fee as outlined in the Tuition Collection Policy.

- All accounts are payable to Smart Tuition via ACH (directly deducted from your savings or checking account) or credit card (2.75% convenience fee assessed) unless other arrangements are made with the St. Patrick Parish business office. Bank account information must be provided to Smart Tuition.
- Total tuition is divided evenly between each payment for all plans involving more than one payment.

SECTION C: 2020-2021 FINANCIAL WORKSHEET (do not need to complete this section)

9-12*: \$5,400 1st child \$4,300 2nd child \$3,600 3rd child \$2,700 4th child
KG-8: \$4,650 1st child \$3,800 2nd child \$2,855 3rd child \$1,545 4th child
Preschool: \$2,465 5-day program \$1,595 3-day program \$1,090 2-day program

A \$50.00 registration fee per student (grades PS-12) AND a \$75.00 technology fee per family (grades KG-12) is due in the first billing month.

***If your high school student (Class of 2021, 2022, and 2023) is locked-in at a lower rate, your tuition account will reflect that amount.**

SECTION D: TUITION PAYMENT PLANS (review and complete this section)

- PAY IN FULL** total tuition due in August · no SMART fee*
- TWO PAYMENTS** due in August and January · no SMART fee*
- FOUR PAYMENTS** due in August, October, January, and March · \$38.00 SMART fee due in the first billing month
- TEN PAYMENTS** starting in July and ending in April · \$38.00 SMART fee due in the first billing month
- OTHER** You **MUST** contact the St. Patrick Parish business manager for approval before submitting this form · \$38.00 SMART fee if more than two payments · If you are on a plan not outlined above, it may rollover into the following year differently, please contact the parish office, school office, or SMART Tuition to verify.

*Unless your family participates in the Before/After School Child Care Program, which bills monthly October-July.

SECTION E: DECLARATION OF PARENT/GUARDIAN (must complete this section)

- I/We understand the St. Patrick School Tuition Contract and Tuition Collection Policy, and wish to enroll our child(ren) for the upcoming school year.
- Enclosed is a \$50 non-refundable registration fee per student.
- Please charge the \$50 non-refundable registration fee to our SMART Tuition account, payable in the first month of our payment plan.

Parent/Guardian Signature _____ Date _____ Parent/Guardian Signature _____ Date _____

TO ENROLL YOUR FAMILY: PLEASE RETURN THIS CONTRACT, EACH STUDENT EMERGENCY RECORD, AND THE NON-REFUNDABLE REGISTRATION FEE (If not included, you will be charged in SMART Tuition) PER STUDENT TO THE SCHOOL OFFICE.

Office Use Only: Date Received _____ Check # _____ Amount \$ _____ Verified by _____