



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 below. 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 meet 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 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 the Former Pastors Scholarship Endowment Fund or Father Flohe Foundation Scholarship Fund. 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. All financial assistance and scholarship applications must be submitted through Smart Aid for processing to establish need. 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 meet a payment, you must notify the St. Patrick Parish business manager **before** the payment 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. The school office will call the parent/guardian to arrange for the child(ren) to be picked up.

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

St. Patrick School 2022-2023 Tuition Contract/Registration Form 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: Cell _____ Home _____ Work _____
 E-mail address _____
 Student Name #1 _____ 2022-2023 Grade _____
 Student Name #2 _____ 2022-2023 Grade _____
 Student Name #3 _____ 2022-2023 Grade _____
 Student Name #4 _____ 2022-2023 Grade _____

**To apply for tuition assistance please complete the Smart Aid application online or mail it directly to the Smart Aid address listed on the form.
 Smart Aid deadlines: 1) 05DEC21 2) 09JAN22 3) 27FEB22 4) 24APR22 for diocesan awards; Smart Aid application must be submitted for parish awards also.**

PAYMENT INFORMATION

LATE PAYMENT: Late/delinquent payments may be charged a fee. Tuition collection policy is in effect and a copy is provided with this contract.

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

TUITION RATES

9-12:	<input type="checkbox"/> \$5,550 1 st child	<input type="checkbox"/> \$4,530 2 nd child	<input type="checkbox"/> \$3,750 3 rd child	<input type="checkbox"/> \$2,850 4 th child
KG-8:	<input type="checkbox"/> \$4,820 1 st child	<input type="checkbox"/> \$3,950 2 nd child	<input type="checkbox"/> \$3,025 3 rd child	<input type="checkbox"/> \$1,865 4 th child
Preschool:	<input type="checkbox"/> \$2,665 5-day program	<input type="checkbox"/> \$1,795 3-day program	<input type="checkbox"/> \$1,290 2-day program	

A \$50.00 registration fee per student AND a \$100.00 technology fee per family is due in the first billing month (grades KG-12).

The Class of 2023 is locked-in at a lower rate, your tuition account will reflect that amount.

Each preschool student will be charged the same per child rate.

TUITION PAYMENT PLANS

- PAY IN FULL** for total tuition due in August 2022 · no admin fee*
- TWO PAYMENTS** due in August 2022 and January 2023 · \$38.00 admin fee due in the first billing month
- FOUR PAYMENTS** due in August 2022, October 2022, January 2023, and March 2023 · \$38.00 admin fee due in the first billing month
- TEN PAYMENTS** starting in July 2022 and ending in April 2023 · \$38.00 admin 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 admin fee if more than one payment · If you are on a plan not outlined above, it may rollover into 2022-23 differently, please contact the school office or login into SchoolAdmin to verify.

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

DECLARATION OF PARENT/GUARDIAN (must complete this section)

I/We understand the tuition contract of St. Patrick School, and the tuition policies, and wish to enroll our child(ren).

Parent/Guardian Signature _____	Date _____	Parent/Guardian Signature _____	Date _____
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**TO ENROLL YOUR FAMILY: PLEASE RETURN THIS CONTRACT AND THE NON-REFUNDABLE REGISTRATION/TECHNOLOGY FEES
 (If not included, it will be charged in SchoolAdmin) PER STUDENT/FAMILY TO THE SCHOOL OFFICE.**

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