



SAINT PATRICK CATHOLIC SCHOOL

325 Mansion Street Mauston, Wisconsin 53948 Telephone 608-847-5844 Fax 608-847-4103

TUITION AGREEMENT 2018 – 2019

Paying for a Catholic education is a shared investment in your child’s future. Tuition pays for only a fraction of the true cost of educating a child. Every student attending St. Patrick School receives financial assistance for the remaining portion of actual costs through the generous contributions of parishioners, fundraising done by our school and parish families, and contributions from individual benefactors.

We recognize that even these significantly reduced tuition levels may be a strain on some family’s finances. Therefore, St. Patrick School awards scholarships and grants to help qualifying families with financing their child’s education, including the Thomas Reardon Tuition Scholarships, Dan Kelley Tuition Scholarships, Bishop John Paul Endowment Scholarships, and more. It is our belief that no student should be subject to denial of a Catholic education because of inability to pay tuition if the child’s family demonstrates complete devotion to raising their children according to the practices of the Catholic faith.

FAMILY NAME _____

CHILD(RENS) NAME(S) _____

TUITION RATES 2018 – 2019

		Parish Member Reduced Tuition Rates	Non-Parish Member Tuition Rates	Family Tuition
Pre-K – Full or Half day		\$ 1,713	\$ 1,991	
Kindergarten		\$ 1,818	\$ 2,122	
Grades 1 – 8	First Child	\$ 2,285	\$ 2,684	
	Second Child	\$ 1,970	\$ 2,458	
	Third Child	\$ 1,865	\$ 2,275	
	Fourth Child	\$ 1,345	\$ 1,550	

Family Total Tuition Cost _____

Tuition Deposit: \$100 tuition deposit per family is required at the time of registration. This deposit is non-refundable.

RETURNING FAMILIES: An early re-enrollment discount will apply before April 16, 2018. Families who complete the registration process by this date will have the fee credited toward their tuition bill in the fall. For re-enrollments received after April 16, 2018, the deposit will not reflect as a credit toward tuition.

NEW FAMILIES: Receive credit of the tuition deposit toward fall tuition, regardless of the date of registration.

FINANCIAL AID: Families must submit the registration form and fee before consideration of an application for financial aid.

Please complete ALL PAGES of this Agreement

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REGISTRATION FOR ADDITIONAL PROGRAMS

Program	Who is involved	Expectations	Select, where applicable	Notes
Scrip	Each family	Purchase \$1500 in Scrip (approximately \$75.00 in profit)	Purchase between (05/01/18 – 04/30/19)	Available for purchase in school office & at weekend masses.
Home & School Dues	Each family	\$25 dues annually	\$25	Included on tuition statement
Please select optional areas of participation, where applicable.				
Band Transportation (Optional)	6 th , 7 th , 8 th graders involved in the OMS band program	\$160 (\$80/semester)	_____ Yes, my child is in band \$160 (Each Child)	Included on tuition statement
Extended Care Program (Optional)	Service for children needing additional care extending beyond the school day.	Please indicate how often you expect you will use the Extended Care Program.	_____ Will not use _____ Drop in only _____ 2-3 days/wk _____ 3-5 days/wk	Billed monthly

Total Registration Costs for Additional Program(s) _____

TUITION PAYMENT OPTIONS

There are several payment options for paying tuition. The school accepts direct payments or families may arrange to coordinate payment options through the St Patrick's: Online Giving & School Tuition Payment available on the St. Patrick Website at the following link: <https://www.myowngiving.com/Default.aspx?cid=946>. Provided as follows are the details for each payment plan, with accompanying due dates. Check the box next to the payment option preference that works best for your family

Payment in Full	Full payment due July 1	<input type="checkbox"/>
Payment Plan	Two payments due on July 1, Nov 1	<input type="checkbox"/>
Payment Plan	Four quarterly payments due on July 1, Sept 1, Nov 1, and Feb 1	<input type="checkbox"/>
Payment Plan	Ten Payments beginning July 1 and ending April 1	<input type="checkbox"/>
ACH Debit Payments	Payments withdrawn directly from checking / savings account on a recurring (e.g. weekly / monthly) basis. (Register on school/parish website https://www.myowngiving.com/Default.aspx?cid=946 , please contact the school or parish office for any assistance required.)	<input type="checkbox"/>
Individualized Payment Plan	Other – I will contact School or Parish Office by May 4, 2018 to arrange a payment plan that will be outlined in writing and kept on file in the school office.	<input type="checkbox"/>

The school will furnish a tuition statement according to the plan selected. (Parents who select to pay in ten installments will receive a tuition statement ten times a year; parents who select other than the Ten Payments Plan will receive a quarterly tuition statement.)

In all payment plan choices, St. Patrick's Parish and School respectfully requests payment in full for the respective tuition balance no later than **May 1**. St. Patrick's School and Pastor will consider delinquent all accounts not paid in full by this date.

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TUITION AND FEE PAYMENT DELINQUENCY

The intent of this policy is optimally to resolve all instances of payment delinquency through encouragement of open dialogue to discuss available options favorable to all concerned, rather than imposition of penalty actions.

Non-Payment of Tuition

Saint Patrick's Catholic Parish and School rely on the timely collection of tuition and fees in order to provide quality Catholic education to our students. Failure to collect all anticipated tuition places an enormous burden on our budget and risks the potential reduction or elimination of programs and services. Consequently, we must rely on all sources of income, including our families, to meet, faithfully, their contracted obligations as partners in this educational enterprise. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the FOAC or pastor as soon as possible to discuss and coordinate suitable alternative payment arrangements.

Because of problems caused by past delinquencies, the Saint Patrick's School Catholic Education Committee (CEC), in coordination with the pastor, established a **Financial Outreach and Assistance Committee (FOAC)**. This three member committee will consult with the pastor to address specific delinquencies as they arise during the 2018-2019 school year.

When responsible parties fail to make payment obligations according to selected and agreed upon payment plan options, the following measures will occur:

1. 30 days past due (30 calendar days from commencement of the school year)

The family account is past due when the account is not in good standing at 30 days from commencement of the current school year. The following administrative action will occur:

- The family will receive notification from the FOAC informing the parent/guardian of the missed payment.
- It is the responsibility of the family to contact the FOAC or pastor to correct the situation or establish an acceptable alternate plan for payment in writing.

2. 60 days past due

When the family tuition account becomes 60 days past due, and in the absence of written agreement between all concerned parties satisfactory to the FOAC or the pastor, the following assessment and associated actions will occur:

- The family will receive notification from the FOAC. The notification will reflect the assessment of a \$25 late payment fee, and request family response within ten calendar days.
- In the absence of open and productive dialogue by the family, the family will receive a written notification, by certified mail, from the FOAC along with a signed copy of this agreement. The notification will request the family respond within ten calendar days. The intent of this involvement is to foster open discussions in obtaining favorable resolution for all concerned parties.
- It is the responsibility of the family to establish an acceptable alternate plan for payment in writing.
- The FOAC will inform the pastor regarding the status of all associated discussions / activities.

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3. 90 days past due

When the family tuition account becomes 90 days past due, and in the absence of written agreement between all concerned parties satisfactory to the FOAC or the pastor, the following assessment and associated actions will occur:

- The family will receive notification from the FOAC. The notification will reflect the assessment of an additional \$25 late payment fee, and request family response within ten calendar days.
- In the absence of open and productive dialogue by the family, the family will receive a written notification, by certified mail, with a signed copy of this agreement. The notification will request the family respond within ten calendar days. The intent of this involvement is to foster open discussions in obtaining favorable resolution for all concerned parties.
- It is the responsibility of the family to establish an acceptable alternate plan for payment in writing.
- The FOAC will inform the pastor regarding the status of all associated discussions / activities.
- Affected students will be withdrawn from St. Patrick's School. This restriction will remain in effect for the duration of the academic school year or until the account is brought into good standing or establishment of an acceptable alternate payment plan in writing.
- The school administration will withhold report cards and transcripts until payment of the balance in full or establishment of an acceptable alternate payment plan in writing.

Families with Grade 8 Students:

The tuition and fees for 8th grade students must be current as of May 1. Affected students, with past due balances, will not receive a diploma or transcripts until payment of the balance in full or establishment of an acceptable alternate payment plan in writing.

End of school year balances:

All tuition and fees must be paid in full no later than May 1. The following measures for those families with unpaid balances and without an acceptable alternate payment plan on file:

- Family will receive written notification that their account is past due, along with a copy of this policy.
- Report cards and transcripts will be withheld until payment of the balance in full or establishment of an acceptable alternate payment plan in writing.
- Students will not be eligible to participate in any school-sponsored activities or attend class for the fall session.
- Families with delinquent accounts that choose not to return their students to Saint Patrick's Catholic School for the next academic school year will have their account turned over to a collection agency. This will also be in effect for families with delinquent accounts choosing to remove their children from enrollment during the academic school year.
- The school shall have the right to legal action for non-payment of tuition and fees; and recoupment of any associated litigation fees.

Grievance Consideration:

Any grievance by a parent/guardian submitted against the school or its employees shall be subject to resolution through Diocesan Administrative Recourse. (See Diocesan Policy DSP 1391/1392)

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AGREEMENT CERTIFICATION

We, the undersigned, hereby certify acceptance of financial responsibility for all tuition, fees, and charges on behalf of the named students. It is our obligation to make timely payments and we understand that assessment of late charges may occur for accounts in arrears. We further understand that if our account becomes severely delinquent, the school may withhold report cards, transcripts, and/or school records; and, deny enrollment of our children for subsequent years. The school may exercise the right to legal action for non-payment of tuition and fees; and recoupment of any associated litigation fees.

Signatures of both parents required. In instances of divorce or separation, the parent(s) signing below accept full financial responsibility.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Printed Name

Printed Name