



St. Vincent de Paul School

Preschool through 6th Grade

## Tuition Enrollment Agreement

2009-2010 Academic Year

The following Enrollment Agreement is signed and agreed upon by:

Family Name: \_\_\_\_\_

*Last*

*Father*

*Mother*

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

for the benefit of the following child(ren), beginning September 2009

Child's Name: \_\_\_\_\_ Grade \_\_\_\_\_

*(Last/First)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tuition and Fees:** In consideration of acceptance of this enrollment agreement by St. Vincent de Paul School, the undersigned agrees to pay the tuition and fees specified below *(Please check as appropriate)*

### PRESCHOOL CLASSES

Class	Tuition Per Year	Registration Fee Per Family (Non-Refundable)	Activity Fee
<input type="checkbox"/> Mon., Wed., Fri	\$1,985 Sept.-May	\$75	\$25
<input type="checkbox"/> 5 day Program	\$3,158 Sept.-May	\$75	\$25

### GRADES K THROUGH 8<sup>TH</sup>

#### Qualifying "In-Parish" Tuition Rate\* (See attached Tuition Plan options)

Children	Tuition Total Per Year	Registration Fee Per Family (Non-Refundable)	Activity Fee
<input type="checkbox"/> 1 Child	\$3,700	\$150	\$25
<input type="checkbox"/> Additional Children	\$2,896 each	N/A	\$25

#### Non-Qualifying Tuition Rate (See attached Tuition Plan options)

Children	Tuition Total Per Year	Registration Fee Per Family (Non-Refundable)	Activity Fee
<input type="checkbox"/> Each Child	\$4,750	\$150	\$25

<b>Totals:</b>	\$ _____	\$ _____	\$ _____
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Full

10 payments Aug-May

12 payments July-June

The above tuition does not include prices for any childcare provided before and after school. All three of the following requirements must be met prior to being considered as "qualifying." • Catholic formally registered at St. Vincent's or a Catholic parish without a school • Active member in parish programs, attend church at the parish • Contributing financially on a regular basis via parish envelopes. The enclosed form must be filled out and returned for the appropriate approval.

**PAYMENTS:**

- All tuition payments are due by the 10<sup>th</sup> of each month from August through May. Please understand, if the school office is closed on the 10<sup>th</sup>, the payment needs to be dropped off prior to that closure. Payments received after the 10<sup>th</sup> will be assessed a \$25.00 late fee. An additional \$25.00 will be assessed for each check returned to us for non-sufficient funds.
- Tuition paid in full by August 10<sup>th</sup> will receive a 3% discount.

**HONOR THE COMMITMENT:**

In consideration of the acceptance of this enrollment agreement by St. Vincent de Paul School, the undersigned agrees to complete the HTC units specified below (Please check as appropriate):

Family	Program	Required Units
<input type="checkbox"/> 2 Parent	K-8	22 Units plus 10 Auction Units
<input type="checkbox"/> 1 Parent	K-8	16 Units plus 5 Auction Units
<input type="checkbox"/> 2 Parent	Pre-K	15 Units plus 5 Auction Units
<input type="checkbox"/> 1 Parent	Pre-K	11 Units plus 5 Auction Units
<input type="checkbox"/> 2 parent	Preschool 3	10 Units plus 3 Auction Units
<input type="checkbox"/> 1 Parent	Preschool 3	8 Units plus 3 Auction Units

Units are defined as follows:

- 1 Unit is equal to an hour of given time.
- 1 Unit is equal to a \$15.00 value of donated serviceable goods.
- 1 Unit is equal to a \$15.00 increment of an auction donation.

The calendar year for the program is July 1<sup>st</sup> to May 15<sup>th</sup>. Families who enroll after Christmas will be required to fulfill half the requirement. All Units must be completed and recorded by May 15<sup>th</sup>. No Units may be exchanged between families or carried over to the following year. Families are responsible for tracking their completed Units through the school office. We ask that all recorded Units be turned into the school office in a timely manner. Hours are verified twice during the year through a note in the Friday folder. If a family has difficulty meeting their obligation, they need to contact the principal to discuss the situation. An administrative committee, comprised of the principal, School Advisory Council member, and the HTC Chairperson, will be the arbitrators in all cases of dispute.

Families who wish, can "buy out" half of the required general Units and half of the required auction Units at a rate of \$15.00 per Unit. Uncompleted Units, not eligible for buyout at the \$15.00 Unit rate, will be billed during the last regular billing cycle at a rate of \$30.00 per Unit.

**STUDENT WITHDRAWAL:**

Should a student withdraw from St. Vincent de Paul School during the school year, either by parental choice or school request, the family is expected to:

- Submit an official withdrawal in writing two weeks prior to last date of attendance, stating reason for withdrawal.
- Pay tuition through the end of the month of withdrawal, and any library, extended care, or miscellaneous fees which may be outstanding at the time of withdrawal.  
Tuition paid beyond the last day of the month of withdrawal will be pro-rated and refunded.

Failure to comply in a complete and timely manner with the provisions of this enrollment agreement will constitute sufficient reason for St. Vincent de Paul School, at its option, and in accord with Archdiocesan policy, to terminate enrollment in the school if tuition, child care and/or miscellaneous fees are 60 days in arrears or may cause ineligibility for reduced tuition and tuition assistance.

Signature of parent or guardian who is financially responsible for student:

\_\_\_\_\_

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

**2 Sided Form**