



NOTRE DAME ACADEMY

A SISTERS OF UNION-CHRÉTIENNE DE SAINT CHAUMOND SCHOOL

2018 – 2019 School Year Family Registration & Tuition Agreement

FAMILY NAME: _____ *Please hand in registration check with registration form.*

STUDENT NAMES: _____ ** GRADE LEVEL _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

** Preschool indicate 2, 3 or 5 Days, or Half Day Kinder Prep indicate full day or half day

FATHER GUARDIAN MOTHER GUARDIAN

NAME: _____ NAME: _____
 5300

Billing Address: _____
 _____ (No. and Street) _____ (City) _____ (State) _____ (Zip)

TUITION RATES: Note: The First child is your *youngest* full time student.

Grade Level		*Registered Parishioner	Non Parishioner	Grade Level		*Registered Parishioner	Non Parishioner
Pre-School 5 days and Kinder Prep	First child	9,934	11,920	Pre-School 3 Days	First child	6,623	7,946
	Second child	8,939	10,727		Second child	5,961	7,152
	Third child	8,047	9,655		Third child	5,365	6,439
Kindergarten thru **Eighth Grade	First child	8,862	10,908	Pre-School 2 Days	First child	4,411	5,299
	Second child	7,976	9,817		Second child	3,970	4,769
	Third child	7,180	8,834		Third child	3,573	4,292

Half Day Preschool Kinder Prep (7:50-12:30 Monday - Friday) Parishioner Rate \$6,841 Non Parishioner Rate \$8,210

Additional charges: Non-refundable application fee of \$75 for each new student and Non-refundable yearly Registration Fee \$750 grades K – 8, and \$600 for Pre-school and Kinder Prep Fourth child is 90% of the third child tuition. Eighth grade graduation fees will be billed with tuition.

**A Registered Parishioner is a parishioner registered with a Catholic parish and meets the requirement of stewardship (time, talent & treasure) as defined by the pastor. A letter from the parish will be required for initial registered parishioner enrollment rate.*

TUITION PAYMENT OPTIONS:

All families are expected to make tuition payments according to one of the following payment options.

Please check **one** plan from the selections below: (Your billing statement will reflect your selected plan.)

- OPTION #1: ANNUAL (SINGLE) PAYMENT THIS OPTION IS REQUIRED FOR I-20 STUDENTS**
 - Full payment due on or before July 1, 2018.
 - A 2% discount may be taken, if paid by July 1, 2018, *by check, money order, or cashier's check.*
 - No discount is offered on credit card payments – Visa and Master Card accepted.
- OPTION # 2: SEMI-ANNUAL PAYMENT:**
 - 1st payment due on or before July 1, 2018; Visa and Master Card accepted
 - 2nd payment due on or before January 1, 2019; Visa and Master Card accepted
- OPTION # 3: 10 MONTH PAYMENT:**
 - Tuition is paid over a 9 month period using FACTS Management Company. If you choose this option FACTS will charge an annual management fee of approximately \$43.00. The 10 month payment plan begins July 1, 2018 with **two (2) months payments** and then one monthly payment due the first of each month August 2018 – March 2019. The FACTS payments are made by electronic debit, as authorized by you, from your bank accounts (checking or savings accounts) with a choice of paying on either the 5th or the 20th of the month.

(SIGNATURE REQUIRED ON PAGE 2 – BACK OF PAGE)

Family Registration & Tuition Agreement page 2

1. LATE PAYMENTS AND RETURNED CHECKS:

A late charge of \$50 will be incurred, if payment is received after 4:00 P.M. on the tenth (10th) calendar day of the month for which the payment is due. For the due date, refer to the payment option you have selected.

A check returned by the bank, for any reason, will incur a \$25 charge. If two checks are returned by the bank, all subsequent payments will be accepted only by cashier check or money order.

2. PRO-RATED TUITION:

• *Withdrawals:* Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition which has been paid for the current school year. After the first day of school, tuition refunds shall be prorated on a monthly basis for those students withdrawing. If after pro-ration the student account is overpaid, a refund will be issued. If after pro-ration, the student account is underpaid, the underpaid balance must be paid immediately. When a student terminates attendance all unpaid tuition fees and other school charges become immediately due and payable. If a student attends any part of a month, the family is responsible for the entire month of tuition.

- *Entrance Mid-Year:* Tuition will be prorated beginning with the month of enrollment
- *Medical or Personal Absences or Extended Leaves:* Tuition will not be prorated.
- ***Tuition is NOT prorated for students who have been issued an I20. Students with an I20 are not accepted after the start of the school year and are only accepted if they will be in attendance the entire year. Tuition is due for the full year even if the student withdraws prior to the end of the academic year.***

3. NON-PAYMENT OF TUITION:

If a family should experience an unexpected financial crisis, they need to make that fact known to the school five (5) working days before the payment is due. The payment plan can be adjusted for that month to accommodate the needs of the family. It is the responsibility of each school family to keep the school informed of its need to make any changes in their selected tuition payment plan, or adjustments in the amount of tuition expected to be paid. Without such information, the family is subject to the following policy.

4. THE FOLLOWING POLICY WILL APPLY WHEN TUITION PAYMENTS ARE NOT RECEIVED AS AGREED:

Until the financial obligation to Notre Dame Academy has been satisfactorily met, Administration has the option to enforce the following actions:

- a. Delinquency in tuition constitutes cause for withdrawal of the student at the School's discretion.
- b. Readmission for following school year may not be permitted until student account is current.
- c. Students will not receive final grades, transcripts, etc. until tuition account is current.

5. THE SCHOOL SHALL HAVE THE RIGHT TO LEGAL ACTION FOR THE NON-PAYMENT OF TUITION:

Parents/guardians will be responsible for all costs of collection, including court expenses and reasonable attorney fees.

6. SERVICES PRESCHOOL AND KINDER PREP:

The school sessions are full time and based on a ten (10) month school year. Sessions are closed for the summer. All sessions offered according to availability. Preschool and Kinder Prep sessions are 7:50 AM – 2:45 PM except for minimum days. Preschool has two, three, and five day a week programs available. Kinder Prep has full and half day programs available.

7. EXTENDED CARE-HOURS:

NDA provides before and after school care for a fee of \$8.00 per hour billed on the half hour plus an annual family registration fee of \$25. Extended care hours are generally Monday through Friday from 7:00 - 7:30 AM and 3:00 – 5:30 PM (5:00 PM minimum days). The after school care will not be available prior to some holidays and other days; these days will be announced in advance..

- After school care will be billed at \$16 per hour after 5:30 (5:00 PM minimum days). Frequent lateness in picking up a child will be grounds for terminating the student's participation in the program. Charges will be assessed to 5:30 for failure to sign out and list the pick up time. If a child is left at day care past 5:30 PM the person on the child's emergency card will be called.

8. REFUND POLICY:

Application and Registration fees are non-refundable. Please see Pro-rated Tuition for Tuition refund policy.

**WE HAVE READ AND AGREE TO COMPLY
WITH THE CONDITIONS AND TERMS STATED IN THIS AGREEMENT.**

Signature of Father/Guardian: _____ Date: _____

Signature of Mother/Guardian: _____ Date: _____

Prior to returning Tuition Agreement, please confirm payment option is indicated and signed