

St. Aloysius School Enrollment/Admissions Agreement

2017-2018

1. In order for a family to receive the **certified** tuition rate, a Parish Certification form must be submitted each year signed by the family's pastor, from one of the Catholic parishes within the Diocese of Bridgeport. A Parish Certification form is enclosed in this packet.
2. Families requesting financial aid must apply online at <https://online.factsmgt.com> when due.. Late applications will be considered to the extent financial aid funds are available after processing all on-time applications.
3. No child will be admitted to class for the next year unless the tuition balance from the prior year is paid in full. This includes ALL monies owed for after school programs as well.
4. All families must enroll with **FACTS Management** and indicate which method of tuition payment will be used for the new school year. Regardless of the plan selected, all tuition payments will begin in **July**, and extend to **April**. The annual FACTS enrollment fee is waived for all families paying in full and is reduced to \$10 for families who choose to enroll in a semi-annual plan. All families must enroll in a payment plan through FACTS Management by May 1st.
5. If an electronic payment fails for insufficient funds, a \$30 Returned Payment Fee will be assessed by FACTS Management and your bank may assess additional fees. The missed payment will be automatically reattempted within 15 days. There is a 2.75% convenience fee for paying by credit/debit card.
6. All tuition accounts will be considered seriously delinquent if not paid after 30 days from the due date. Report Cards will be withheld for delinquent tuition accounts past 30 days.
7. If an account remains past due for more than sixty (60) days, the student may be asked to leave the school permanently until their account is paid. We reserve the right to send any delinquent account to an outside collection agency which may adversely affect your credit rating.
8. No school academic records will be released until all financial obligations have been met.
9. Families are responsible for all attorney's fees and collection fees associated with recovering any defaulted balance.
10. All financial obligations including after school fees must be paid in full by May 1 in order for that student to participate in graduation ceremonies or field trips.
11. **No Fees are Refundable.** If a family enters during the school year, all fees are due in full. These fees are not prorated.
12. **Tuition is Non-Refundable.** Tuition is non-refundable except in special circumstances approved by the Principal, which may include but not be limited to medical reasons, relocation, or financial duress.
13. **All students are admitted on a conditional basis**, in accordance with Diocese of Bridgeport Policy 3.107, which states, *"All new students are admitted on a conditional basis. If it is determined that the placement is not beneficial, parents will withdraw the student. Tuition will be refunded on a pro-rated basis. Non- refundable fees are not considered tuition and thereby will not be refunded. "*

By signing this contract, you agree to pay the tuition as set forth above, and in the Tuition Schedule, and to abide by all the terms and conditions described above.

Student Name(s): _____

Print Parent/Guardian Name

Parent/Guardian Signature

Date