

Holy Family Catholic School



2017-2018 Enrollment Agreement and Policies

FINANCIAL COMMITMENT

The financial commitment is comprised of a family registration payment, tuition, non-refundable student fee(s), and any applicable grade activity fees and discounts.

FAMILY REGISTRATION PAYMENT: In order to secure a position in the 2017-2018 School Year, the registration payment is due at the time of registration. Early payment is vital to the planning for our 2017-2018 school year and therefore necessary with your registration paperwork. If at any time prior to the 1st day of the 2017-2018 school year, your family makes the decision not to enroll for the 2017-2018 school year, the registration fee will be refunded in full per the family's request.

The registration fee includes the follow: SMART Tuition yearly fee/Initial Fee, textbooks, art supplies, student insurance, testing fees (STAR, ACRE, etc.) and Diocesan student fees.

2017-2018 New Student Registration Fee
\$450.00

TUITION: Each family's tuition obligation is determined based upon number of students enrolled in TK/Kindergarten - Grade 8.

Number of Children Enrolled	Yearly Tuition	Per Month (10 mos)
1	\$5,100.00	\$510.00
2	\$8,190.00	\$819.00
3	\$10,250.00	\$1025.00
4	\$12,310.00	\$1231.00

Tuition is billed through the online program SMART Tuition. Tuition payments can be made online or over the phone via SMART Tuition. Cash, check or debit/credit card payments are also accepted in the school office during regular business hours.

All debit/credit card transactions made in the school office will include a 2.65% credit card processing fee.

Tuition payments are made according to one of three options:

1. Full payment: Due before August 1st, 2017. (Pay-in-full discount of \$250.00 will be applied at time of payment)
2. Semi-annual payment: 1st payment due before August 1st, 2017. 2nd installment due before January 1st, 2018.
3. 10 equal monthly payments from August 2017 through May 2018.

Nonpayment of student fee(s) or tuition when contractually due will result in a late fee, which will automatically be assessed by the SMART billing system. Subsequent actions at the discretion of the school may also be taken if tuition is delinquent for more than 60 days.

ALL TUITION/STUDENT FEE(S) OBLIGATIONS FOR THE 2017-2018 SCHOOL YEAR MUST BE PAID IN FULL BY JUNE 30th, 2018.
Students may not be registered for the new school year if there is an outstanding balance.

ACTIVITY FEES: Non-refundable activity fees are due with tuition and will be reflected in your SMART billing statements.

TK/Kinder	\$50.00	Assessment Fee
Grade 1	N/A	
Grade 2	\$40.00	Reconciliation and First Communion (Billed in March)
Grade 3	N/A	
Grade 4	N/A	
Grade 5	N/A	
Grade 6	\$320.00	6 th Grade Camp (Billed in March)
Grade 7	\$ 50.00	8 th Grade Brunch (Billed in May)
Grade 8	\$175.00	Graduation (Billed in May)

DISCOUNTS: Discounts, scholarships, and Tuition Assistance will be applied accordingly when your yearly billing statement is generated through SMART Tuition. ***Families seeking Tuition Assistance from the parish must make an appointment to speak with the principal to begin the application process. Tuition Assistance will not be granted until registration has been received.***

SUPPORTIVE POLICY

I/We pledge to cooperate with and support the administration, faculty, staff and general policies set forth by Holy Family School.

I/We recognize that positive and open communication among home, school, and the larger community is in the best interest of the school community and is vital in creating a healthy climate conducive to learning.

HOLY FAMILY SCHOOL POLICY AGREEMENT

We, the faculty and staff of Holy Family, welcome you and your family to our school community. You will find that each of us is firmly committed to the formation of a school community, which will provide an excellent Catholic education for your child. Belonging to our school community demands the commitment and dedication of the faculty and staff to the educational goals of our school. To support the efforts of the faculty and administration in the implementation and achievement of these goals, it is necessary for each parent to accept and support our efforts.

Similarly, it is necessary for you, as the primary educators of your children, to understand fully your part in the formation of the school community. We ask you, therefore, to read the following agreement and to sign it as an indication of your acceptance of your obligation to the school community.

AGREEMENT

1. We understand that certain responsibilities require our continuous support if the school is to achieve its goals, we freely agree, therefore:
 - a. To participate in the religion program and related activities in order to make the teaching of our Catholic faith a reality in the life of our children.
 - b. To encourage our children to learn by providing an environment suitable for home study.
 - c. To abide by all school and diocesan regulations and policies, and to accept all disciplinary actions, including withdrawal of our children for non-compliance with these regulations and policies. To understand the school policies, we will read and refer to the Parent-Student Handbook.
 - d. To abide by the decision of the principal regarding suitable grade placement and advancement or retention of our children.
 - e. To complete and return all forms and records necessary to comply with school, Diocesan, or state regulations.
 - f. To attend all school meetings to increase school-home communications.
2. We understand that tuition and fees cover only a part of the total cost of educating our children. We freely agree, therefore, to support the school through regular and timely tuition payments, and fees.

We understand that:

- ✦ Balance on volunteer hours is payable in full on or before May 1st
- ✦ Balance on tuition is due on or before June 30th
- ✦ Late tuition payments made after your due date will be assessed a late fee per your agreement with SMART.
- ✦ Returned check will be assessed a penalty of \$40

We understand that the Parent-Student Handbook contains the regulations and policies of Holy Family School and we freely agree by them.

3. DELINQUENCY POLICIES:

- a. If tuition is two (2) months in arrears, your children may be asked to withdraw from Holy Family School.
- b. If tuition has not been paid on the agreed upon date, a letter is sent home with the student informing the parent that tuition is delinquent.
- c. If action is not taken immediately, parents will be contacted by SMART. If, non-payment continues, the account will be turned over to the school's collection agency.
- d. No 8th grader will be allowed to participate in any graduation activities or ceremonies until **ALL** financial obligations to the school have been satisfied. Outstanding balances must be paid by **May 1st, 2018**. Diplomas and report cards will not be issued.

SMART TUITION POLICIES

I/We, understand that tuition and all incidental financial obligations (grade level fees) will be billed to each family via SMART each month. Your tuition is due on or before your pre-selected monthly due date (1st, 5th, 10th or 15th.)

Holy Family School receives payment for tuition in the following ways:

- Online or over the phone through SMART Tuition (Credit/debit card subject to a 2.65% service fee)
- Automatic checking withdrawal via SMART Tuition
- In the school office with cash, check or credit/debit card (All credit/debit card payments made in the school office will include a 2.65% service fee.)
- All payments must be received ON OR BEFORE your pre-selected monthly due date. Payments posted AFTER your due date will result in an automatic generated late fee as assessed by SMART Tuition.

Payment received after your payment date will result in a late fee, as assessed by SMART Tuition in the amount of \$40.00. Late fees that are not paid by the end of the following billing month will be withheld from Holy Family School by SMART Tuition. This could result in additional billing by Holy Family School to recoup those funds.

SMART INCIDENTALS

I/We, understand that all incidental financial obligations (grade level fees) will be billed to each family via SMART on or about the 1st of each month with full payment due by the 1st of the following month. Late fees will be assessed for late payments according to the terms of your SMART agreement.

TUITION ASSISTANCE AND DISCOUNTS

Applications for Tuition Assistance will be accepted through The Bishop Flores Scholarship Application (TADS) or through SMART Aid. Families requesting Tuition Assistance must cooperate with the pastor and administration to assess specific financial needs. Applications for Tuition Assistance will be accepted after re-enrollment has been received.

Discounts (Multi-child, Paid in full, etc.) will be applied when the family's 2017-2018 SMART billing is setup through the School Office.

EXTENDED CARE STATEMENTS AND PAYMENTS

Extended Care Statements are generated monthly through the School Office. Payment is due by the determined due date as indicated on the invoice. Accounts that are 60 days past due will result in families not being able to utilize the Extended Care Program.

ALL TUITION/STUDENT FEE(S) OBLIGATIONS FOR THE 2017/2018 SCHOOL YEAR MUST BE PAID IN FULL BY JUNE 30th, 2018.

Students may not be registered for the new school year if there is an outstanding balance.

PAYMENT TERMS WILL BE STRICTLY ENFORCED.

CHRISTIAN VALUES

I/We, as parents/guardians, recognize our responsibility as primary educators of our children. I/We acknowledge the importance of teaching Christian values by word and example and pledge to:

Maintain a Christian atmosphere in our home by regular family prayer and Sunday worship. We acknowledge our commitment to the Catholic faith and promise to live it to the best of our ability.

Be involved in and support the sacramental program at Holy Family Parish by assisting in the preparation of our children in the program and by attending all First Eucharist and First Reconciliation parent meetings scheduled for the parents of children receiving these Sacraments,

Assist in our child(ren)'s progress toward achievement of the schoolwide learning expectations, i.e. to become an active **Catholic Christian witness, a responsible citizen, a life-long learner, an integrated individual, and a globally aware citizen.**

VOLUNTEER HOURS PLEDGE

VOLUNTEER HOURS: Every school family must perform volunteer services as listed in the Parent Handbook. It is each family's responsibility to complete their volunteer hours and record them in the volunteer hour's book in the school office. Each Family's Volunteer Hour Pledge will be as follows: *30 hours per two parent families/ *15 hours per single parent family (6 of these hours are to be worked at the Fall Festival). Unfilled Volunteer Hours are subject to billing by May 1st, 2018.

FUNDRAISING

Fundraising is an important part of our overall school financial health. Fundraising is intended to raise additional funds for specific needs as well as subsidizing our Tuition Assistance Program. Supporting these fundraising efforts is imperative. All families must agree to the best of your capability support our fundraisers. Some fundraisers will also have a "Pay-out" option or "Buy-out" option if you choose not to participate.

MANDATORY MEETING REQUIREMENTS

I/We agree that at least one parent must attend the September grade-level classroom meeting.

I/We agree that new families must attend the New Parents Meeting in the beginning of the school year.

I/We agree that we will attend the Monthly School Mass.