



SAINT PIUS X SCHOOL

Business Office
14101 Superior
Southgate, Michigan 48195

ELEMENTARY & MIDDLE SCHOOLS FINANCIAL AGREEMENT CONTRACT

This form must be completed and signed by the Registering family and returned to the **St. Pius Business Office**, along with the **2010/2011 Registration Form and Registration Fee Payment**.

Family Name: _____

Student's Name: _____ **Grade:** _____

_____ **Grade:** _____

_____ **Grade:** _____

_____ **Grade:** _____

In order for the school and parish to meet its financial obligations, it is imperative that our families fulfill their financial commitments by the published deadlines. Tuition and/or St. Pius Bus payments must be made regularly according to this financial contract signed by each family. Please read carefully the following form and choose the method of payment that is best for your family for the 2010/2011 school year. Tuition/Fee amounts are as stated in the Admissions Policy, but do not include tuition assistance, scholarship amounts, or credit balances from a previous year.

- **Tuition and Bus Fee payments are due on the 1st of the month** and are considered overdue on the 15th of that month.
- If you choose to utilize the automatic direct tuition/fee payment (ACH), an ACH form must be completed at the time of Registration.
- **Payment accepted in cash, check, Money Order or ACH.** Checks and Money Orders should be made payable to: **St. Pius X.**
- Payments may be made by **mail, in person at the Business Office or placed in one of the locked boxes located outside the School Administrative Office and the Parish Office.** During the summer months, payments should be mailed to the Business Office, placed in the Sunday collection basket or placed in the locked box outside the Parish Office door. Please make sure your payment is clearly labeled "School Tuition."
- **Advance tuition** and fee payments will be accepted at any time during the month.

The undersigned agree to pay tuition and/or fees for the School Year 2010/2011 in the amount of \$_____ plus \$_____ for the St. Pius bus, if applicable, less account credits, if any, based on the payment terms selected below.

ELEMENTARY & MIDDLE SCHOOLS TUITION PAYMENT TERMS (Please check one)

_____ **OPTION #1 – Payment in Full by May 28, 2010 – Deduct \$150.00 from the above tuition rate**

_____ **OPTION #2 – Two payments: June and December**

_____ **OPTION #3 – Quarterly payments: June, September, December and March (ACH Available)**

_____ **OPTION #4 – 9 Monthly Payments: June, July, August, September, October, November, January, February, March – no-payment due in December (ACH Available)**

_____ **OPTION #5 ACH ONLY – 12 Monthly Payments: Beginning in April 2010 through March 2011**



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GENERAL TERMS AND CONDITIONS:

- **ACH (Automatic Direct Payment):** Tuition/bus fee payments utilizing ACH will be automatically deducted from your account on the 1st of each month according to the above schedule. (If the 1st falls on a weekend, funds will be deducted the first banking day following the 1st.) Requests to modify ACH schedule dates or to cancel if Option #5 was selected will not be accepted. Changes to ACH account information must be submitted in writing at least 21 days prior to an ACH withdrawal date. If choosing to pay by electronic payment (ACH), please fill out the Elementary/Middle School ACH Authorization Agreement Form.
- **To receive in-parish tuition rates,** a family must be a registered member in the parish and participate spiritually, share their time, talents and make regular contributions to the collection throughout the year. It is suggested that families should contribute a minimum of \$12.00 per week or \$624.00 annually or the family must meet the financial hardship criteria as established by the Business Office and approved by the Parish Office. The in-parish status of each family will be verified annually in August. Families not fulfilling their parish commitment may be assessed non-parish rates.
- **A family with an unpaid balance for the current School Year may not register** for the following School Year until the tuition for the current School Year is paid in full, unless special payment arrangements have been made in writing and acknowledged by the signature of the Bookkeeper. However, no K-8 Students will be seated at the beginning of the school year until all tuition and fee payments from the previous year have been satisfied with the Bookkeeper.
- **Families who incur an unplanned interruption of income** (i.e., loss of employment, death of spouse, extended illness/disability or other uncontrollable emergencies), which results in the family being unable to meet the terms of their signed Tuition Agreement, **must contact the Parish Bookkeeper within the same month** as the problem occurs to work out a resolution. (734) 285-1100.

ADDITIONAL FEES:

- **Late Payment Fee:** A \$25.00 late payment fee per incident for each payment month delinquent will be added to family accounts for payments not received by the due date
- **Returned Check Fee:** A \$25.00 NSF fee will be added to family accounts when checks and/or ACH payments are returned due to "non-sufficient funds." In the cases of non-sufficient fund incidents, families will be expected to bring cash for the amount of the payment plus the NSF Fee to the Business Office within 10 days of notification. If a family has two incidents within one school year, the family will be asked to pay in 'cash' all future payments

DELINQUENT ACCOUNTS: St. Pius will make every attempt to work out different terms for families who experience unexpected changes to their family situations. The St. Pius Bookkeeper must be contacted prior to an account reaching a delinquent status.

If suitable arrangements have not been made with the Bookkeeper, a tuition account will be considered 'delinquent' when a family misses two consecutive tuition payments, has an outstanding tuition balance at the time of finals, and/or leaves St. Pius with tuition owing.

If a student's tuition is routinely not paid, or not paid on time, the Business Office reserves the right to:

- Assess late fees
- Withhold report cards and/or academic records, remove access to online progress reports, deny release of diplomas and/or transcripts until all tuition/fees have been paid in full
- Not seat a student at the beginning of the year or any succeeding semester until all fees and tuition payments owed have been satisfied with the Business Office
- Disallow participation in sports, other school and/or class activities including grade trips, field trips, etc.
- Withdraw the Student from school
- Use a collection agency or file a claim in Court for all unpaid tuition and fees



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REFUND OF TUITION AND BUS FEES:

- If a student is enrolled for any part of the school quarter, the tuition for that quarter is due in full.
- If the student leaves the school, any tuition paid beyond will be refunded based on the schedule below.
- A fee of \$500 for workbooks, technology, etc. is non-refundable and will be deducted from the refund amount.
- A parent must request a refund of tuition and/or bus fees in a letter addressed to the Business Office. The hand-delivered receipt date or the postmark will be the date used to determine refunds.

<u>Date</u>	<u>Percentage</u>
Up to September 10, 2010	75% prepaid tuition* & bus fees
September 11 – December 17, 2010	50% prepaid tuition* & bus fees
After December 18, 2010	No Refund

*(*Minus a \$500 Fee for workbooks, technology, etc.)*

SERVICE HOURS: All families with students enrolled in K – 8th grades are expected to participate in 6 hours of service during the Parish Festival. Those families who cannot participate in service time and/or did not complete their full six hours of service will be invoiced in October a \$200.00 festival fee. This fee will be assessed to their tuition account.

ACCEPTANCE:

I/We understand that a place will be reserved for our Student(s) only if this form, the Enrollment Form and the Registration Fee are submitted with this Agreement .

I/We understand that acceptance of enrollment depends on the student’s successful completion of the current school year and on full payment of all tuition and fees for the current and/or prior school years.

I/We understand that the school reserves the right to deny enrollment and/or expel a student whom it determines is unsuitable for enrollment.

I/We, the undersigned, have read the Admissions Policy and Tuition document and understand the Terms and Conditions of this Agreement for the enrollment of our Student(s) for the 2010/2011 school year. I/We agree to abide by said Terms and Conditions and agree to fulfill the total financial obligation of Tuition and Fees and as set forth herein.

Signature of Parent/Legal Guardian/Other

Date

Address

Phone

Signature of Parent/Legal Guardian/Other

Date

Address

Phone