



All Souls Catholic School and Early Learning Center

2018-2019 TUITION AGREEMENT

TERMS AND CONDITIONS

I/We accept the offer of enrollment as set forth in this Tuition Agreement for the above-named student(s) at All Souls Catholic Parish and School (All Souls) subject to the terms and conditions stated below. The Principal and/or ELC Director will only accept this Tuition Agreement if it has been signed and full payment of the non-refundable fees have been received by May 18, 2018 at 4:00 pm. After this date and time, All Souls expressly revokes the offer of enrollment, and parents will have to submit a new Tuition Agreement. The offer of enrollment and this Tuition Agreement shall be in effect for the 2018-2019 school year.

Tuition Payment Agreement

In consideration of the enrollment of the student(s) at All Souls Catholic Parish and School, I/we as the parent(s)/guardian(s) and/or person(s) financially responsible for the student(s), jointly and severally, agree to pay the tuition associated with student's school enrollment. I/We understand that the stated tuition rates for the class options chosen apply to the student's enrollment for the entire school year. If the student was accepted after September 1, 2018, tuition will be pro-rated for the remainder of the school year. Tuition balances may be paid via one of the following payment plans:

- Option A: Tuition paid in full by check to All Souls Catholic School no later than August 10, 2018.
- Option B: Tuition payable in monthly, semi-annual or annual installments through the tuition management company contracted with All Souls. Installment payments are on a ten month cycle and due on the day of the month agreed to with the tuition management company. The first payment is due August 2018 and final payment is due no later than May 2019.

Tuition Payment Late Fee

Tuition payments must be received by the due date. **Late payments will be assessed a \$30 fee each month a payment is past the designated due date.**

Tuition Payment Program

FACTS is the tuition management company contracted with All Souls for processing tuition payment plans. Families opting to make monthly, semi-annual or annual tuition payments via check, bank transfer, debit card or credit card must register with FACTS. Information regarding how to register with FACTS will be provided in May 2018. FACTS assess an annual, one-time, non-refundable \$50 fee per family opting for monthly payments or a \$20 fee per family opting for annual or semi-annual payments.

If families choose to pay via a payment card, a 2.85% convenience fee will be added and is the sole responsibility of the family. A non-sufficient funds fee of \$30 will be assessed for any returned payment and is the sole responsibility of the family. There are no additional fees for check or bank transfer payments via FACTS.

Registration Fee

A non-refundable \$200 Registration Fee will be charged per student enrolling in ELC through 8th grades. Budgeting for school programs is directly dependent on accurate enrollment counts and timely submission of Tuition Agreement and fees. The following tiered registration fee is in effect to ensure timely submission of enrollment materials.

- **Registration Fee is \$200 if received January 2018 through April 2018**
- **Registration Fee will increase to \$250 if received May 1, 2018 to May 31, 2018**
- **Registration Fee will increase to \$300 if received June 1, 2018 or later**

Student Fees for Kindergarten through 8th

A non-refundable \$175 Technology Fee will be charged per student enrolling in grades 5th through 8th only. A non-refundable \$150 Technology Fee will be charged per student enrolling in grades Kindergarten through 4th only.

Student Fees for Early Learning Center

A non-refundable \$100 Tuition Deposit will be charged per student enrolling in the Early Learning Center program. Families opting to pay tuition in full will have the tuition deposit deducted from the total tuition cost. Families opting to pay monthly or semi-annual through our tuition management company will be credited the \$100 tuition deposit in May 2019.

New students enrolling in the Early Learning Center, will be assessed a one-time, non-refundable \$60 Application Fee collected at the time of enrollment.

Families opting to participate in the ELC Before/After School Enrichment or Lunch Bunch Enrichment will automatically be assessed applicable fees on a monthly basis. Families utilizing the tuition management company will be charged monthly through the payment program for any applicable enrichment fees incurred. Families who have paid tuition in full will receive monthly statements via U.S. postal service for any applicable enrichment fees incurred. Payment in full is due upon receipt. NOTE: Cafeteria lunch orders are a separate and independent charge from the ELC Lunch Bunch.



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Home and School Fees for Early Learning Center through 8th

Each family will be assessed a non-refundable \$50 Home and School Due. Home and School Dues are charged per family and not per student. Payment of Home and School Dues by check are to be made payable to All Souls Catholic School and separate from all other fees.

Financial Aid

Based on availability, All Souls Catholic Parish and School offers financial aid to students in grades Kindergarten through 8th that show a financial need and are affiliated Catholic. Families receiving such aid are expected to contribute time, talent, and financial support to All Souls Parish and School. A TADS application must be completed by March 31, 2018 in order to be considered for any financial assistance. Families may apply for financial aid at www.tads.com. Please direct questions regarding financial aid to the Tuition Manager at the parish office, 303.789.0007 or the Principal at the school office, 303.789.2155.

Non-Payment of Tuition

Failure to pay tuition when due, subjects student(s) to suspension and repeated delinquencies may result in withdrawal after two months of non-payments (not needing to be consecutive). When deemed necessary, delinquent accounts will be referred to an attorney and all cost relative thereto will be the sole responsibility of the family. Enrollment for the following year will be contingent upon full payment of all outstanding balances, including but not limited to tuition, registration fees, technology fees, enrichment fees and any other incurred fees prior to re-enrollment. For questions regarding family tuition accounts, please contact the Tuition Manager at the parish office 303.789.0007. Students will not be permitted to register at another Catholic school within the Archdiocese of Denver nor participate in any 8th grade graduation activities or Mass until all financial obligations at All Souls has been met.

Withdrawals/Dismissals

I/We understand that All Souls Catholic Parish and School has limited enrollment and relies heavily on student enrollment commitments in order to make financial and contractual arrangements for the education of students. In as much enrollment is made for the entire year and is budgeted accordingly, I/we understand that All Souls cannot and will not refund fees and/or tuition paid, or cancel unpaid obligations if the student is withdrawn, dismissed, or is absent for any cause, including illness or vacations, except as follows.

- a. If written notification of withdrawal is received by the Principal (K-8) or the ELC Director (Preschool) between acceptance and June 15th, my/our financial obligations will be the non-refundable fees mentioned above.
- b. If written notification of withdrawal is received by the Principal or the ELC Director between June 16th and the first day of school, my/our financial obligation will be 3 months of the calculated 10 months of tuition.
- c. If written notification of withdrawal is received after the first day of school, my/our financial obligation will be the pro-rata tuition plus three months of the calculated 10 months of tuition.
- d. If the student is dismissed by the School after the first day of classes, my/our financial obligation will be the total non-refundable fees and pro-rata tuition accrued through the date of dismissal.
- e. ELC schedule changes – In the event, you want to make changes to your child's class schedule during the school year or after your signed acceptance of this Tuition Agreement, parent(s) must contact the ELC Director to discuss changes and/or class availability. Reducing your class enrollment will require a written notification and 3 months of the original class schedule tuition must be paid. If available, students can add-on to their existing school schedule, any additional tuition/fees associated with this change will be paid pro-rata.
- f. Any over payment of tuition will be refunded.

I/We understand that, in accepting a student for enrollment, All Souls is assuming expenses, which are not eliminated or reduced when a student withdraws or is absent during the school year. In addition, All Souls Catholic Parish and School may not have the opportunity to enroll another student in place of a student who withdraws. I/We acknowledge and agree that it would be difficult to ascertain the amount of All Souls School's actual damage that would result should a student withdraw or be dismissed and that the amount of the tuition paid upon withdrawal and dismissal as specified above is a reasonable liquidated damage amount to reimburse All Souls Catholic Parish and School for its loss. Therefore, I/we understand and agree that the school will not refund tuition paid or cancel unpaid tuition obligations if the student withdraws or is dismissed for any reason during the school year, except as specified above.