

FINANCIAL POLICY

NEW STUDENTS FEES

Application Fee: \$75.00 due with Application and all completed paperwork.

Registration: \$150.00 due upon acceptance.

NEW STUDENTS

Once registration is accepted, your child's seat is secure until **June 15, 2017**, when your tuition payments begin and will remain secure as long as your account is current. Students registering after June 15th, 2017, will be placed on a payment plan from the month of acceptance through March 2018. The first payment will be due 15 days from date of acceptance to secure the student's seat.

RE REGISTRATION CURRENT STUDENTS FEES

Students who Re-register between February 6th and February 10th, 2017

One Child \$150.00 Two Children \$175.00 Three Children \$200.00

Students who Re-register between February 11th and April 15th, 2017

One Child \$175.00 Two Children \$200.00 Three Children \$225.00

Students who Re-register after April 15th, 2017

One Child \$225.00 Two Children \$250.00 Three Children \$275.00

RE-REGISTRATION CURRENT STUDENTS

Once re-registration is accepted, your child's seat is secure until **June 15, 2017**, when your tuition payments begin and will remain secure as long as your account is current.

BOOK, ART, MUSIC, and COMPUTER FEES

Nursery and Kindergarten - \$145

Grades 1st through 8th - \$160

There is one fee to cover the cost of books, art materials, music materials and computer materials due **May 2, 2017**. This fee must be paid before your tuition will be accepted. Families registering after May 2nd will be given 15 days after the date of acceptance to submit book, art, music, and computer fees. This Academy reserves the right to increase fees to cover the cost of the Special Content classes. Any increase will be made know to the parents on or before May 2, 2017.

2017-2018 TUITION

CATHOLIC – An official Baptismal Certificate verifying your child's baptism in the Catholic Church must be produced.

Kindergarten through 8th Grade

One Child	\$4,150.00	Two Children	\$6,650.00	Three Children	\$8,850.00
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NON CATHOLIC – For any child who was not baptized in the Catholic Church or no official certificate is produced.

Kindergarten through 8th Grade

One Child	\$4,300.00	Two Children	\$6,800.00	Three Children	\$9,050.00
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FAMILY PARTICIPATION FEE

A \$200.00 fee will be added to the tuition rates above. The fee is only added into your tuition one time regardless of the number of children you have registered. Families who participate in fundraisers (candy sales, Christmas sale, etc) totaling \$400.00, will receive a credit of \$200.00 to their March 15, 2018 payment.

PAYMENT OPTIONS

PAYMENT IN FULL – Full payment of tuition must be made by **June 30th, 2017**, less a discount of \$125.00. This discount is given only if payment is **received** by St. Clare Catholic Academy by June 30th, 2017, and only if all prior year balances and current year fees are paid. **New** families registering after June 30th, 2017, will have 30 days from their acceptance date to pay in full to receive the discount of \$125.00.

ST. CLARE CATHOLIC ACADEMY PAYMENT PLAN –St. Clare Catholic Academy offers a payment plan for families who do not pay in full. Parents may pay tuition in **10 (ten)** monthly payments beginning **June 15th, 2017** and ending **March 15th, 2018**. There is no interest added but a **late charge of \$20.00 will apply if paid after the five day grace period due date**. You will receive coupons showing your monthly payment amount with your new student application or re-registration acceptance. Payments can be mailed to St. Clare Catholic Academy, walked into the school main office from 8:30am to 9:30am and 2:00pm to 3:00pm, or sent in by your child with the monthly coupon in an envelope clearly marked tuition. All tuition accounts must be paid in full by March 15th, 2018. Any account that becomes delinquent may result in a Parent/Guardian being scheduled to meet with the Financial Tuition Board.

**PENALTIES FOR NON-PAYMENT OF TUITION, FEES, EXTENDED DAY PROGRAM, AND
EXTRACURRICULAR ACTIVITIES**

Timely payment of your tuition and fees is essential in providing a quality education for our students. In fairness to families meeting their financial responsibilities, certain penalties must be charged for failing to make payments. Failure to meet all financial obligations will result in the following actions by the school:

Students will not be permitted to participate in scheduled classes and sponsored activities, including class trips, extracurricular activities, graduation, and will not be able to receive report cards until all obligations are fulfilled. All outstanding tuition and fees must be paid in full as a condition of acceptance into the school for the term beginning September 2017. **No student will be registered for the new term until all balances are paid.** If your account remains delinquent for an extended period of time, your account will be placed in a collection agency.

RETURN OF DEPOSITED CHECK

Your account will be charged \$30.00 for checks that are returned unpaid by your financial institution. If your check is returned unpaid a second time, you will be required to pay tuition by money order or certified check only.

CREDIT POLICY

All credits you may receive throughout the year are credited to your tuition account. If your tuition account is paid in full at the time you are eligible for a credit, a refund check will be issued to you.

FINANCIAL AID

There are various scholarships that are awarded each year. Information and guidelines for these scholarships will be made available to you as we receive them. We strongly recommend that all families apply for the available scholarships.

INCENTIVE

St. Clare Catholic Academy believes that the best type of advertisement is word of mouth. We ask that parents recommend prospective families to enroll their children. Should a family that you recommended register and remain at St. Clare Catholic Academy in good financial standing, you will receive a onetime credit of \$200.00 on your March 15, 2017, tuition payment as a thank you. Please remind the prospective family to make sure they mention your name at the time of registration in order for you to receive the credit.

EXTENDED DAY PROGRAM

St. Clare Catholic Academy offers a morning program, after school program, and extracurricular activities. Accounts for these programs must be current in order for students to continue attending these programs. Please see the "Penalties for non-payment of tuition, fees, extended day program, and extracurricular activities" for further actions.

REFUND POLICY

Tuition is a fee to educate a child. The Registration fee, Re-registration fee, Book fee and Application fee are NON-REFUNDABLE. Should you choose to withdraw your child from St. Clare Catholic Academy after June 15, 2017, for the 2017-2018 school year, no refund for tuition will be given and full tuition is expected to be paid at the time of withdrawal.

FINANCIAL POLICY AGREEMENT 2017-2018

I have read and understand the St. Clare Catholic Academy Financial Policy above. I agree to all the terms, fees, and tuition rates. I assume all the responsibilities for payment of all the fees and tuition rates throughout the 2017-2018 school year for my child/children.

Print Name of Child/Children attending St. Clare Catholic Academy

STUDENT'S NAME: _____

STUDENT'S NAME: _____

STUDENT'S NAME: _____

Name of Person assuming responsibility for payment of tuition and fees: _____

Signature of Person assuming responsibility for payment of tuition and fees: _____

Relationship to Student: _____ **Date Signed:** _____

Social Security Number of Person assuming responsibility for payment of tuition and fees: _____

Home Telephone: _____ **Cell phone:** _____ **Work Telephone** _____