

Tuition Agreement: 2011-2012

St. Michael the Archangel Catholic School • 8231 S. South Shore Drive • Chicago, IL 60617

The operation of St. Michael the Archangel Catholic School is tuition based; therefore, for the school to operate efficiently, families must honor their financial obligations. We believe that tuition payments are an investment in your child's educational and spiritual formation. The tuition and fees for St. Michael the Archangel Catholic School are determined annually by the School Administration. It is the responsibility of the School Administration to ensure that adequate financial resources are available to the school and that enrollment is as affordable as possible. The following policies are in effect for tuition and fees:

Tuition Payment

St. Michael the Archangel Catholic School uses the services of Tuition Management Systems (TMS) to receive and process all tuition payments. Please plan for all payments to arrive at TMS by the scheduled due date. No grace period is in place for late payments. The options for tuition payments include:

1. Full Payment (1 pay): All tuition due on or before August 24, 2011.
2. Monthly Payments (11 pay): 11 equal monthly payments beginning in August and ending in June.

A payment option must be selected at the time of registration. A change in payment plans may require the payment of additional fees.

Scholarship and Financial Aid

St. Michael the Archangel Catholic School recognizes that some families cannot afford the full tuition cost for their children. For any family to be considered for need-based scholarships or financial aid offered by St. Michael the Archangel Catholic School, parents must complete the Private School Aid Service (PSAS) form. Families who do not complete the PSAS form are not eligible to receive any need-based scholarship or financial aid. Families must reapply annually.

Families may also apply for aid through Illinois Action for Children and through Preschool for All.

Late Payments

All families are responsible for meeting their tuition obligation to St. Michael the Archangel Catholic School on a timely basis. Therefore, all payments are due on the selected due date. No grace period is in place for late payments. If payments are not received by the date due, a late fee will be assessed by TMS. Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify TMS so that special arrangements and/or adjustments to your agreement can be made.

Tuition Delinquency

Delinquent accounts are defined as:

1. A full payment not paid by the due date.
2. A monthly account that has missed two (2) consecutive monthly payments.

Any family whose account is delinquent and has been unwilling to honor alternative arrangements with St. Michael the Archangel Catholic School, their child (ren) will be subject to attendance interruption days and will not be eligible to return until an adequate tuition payment is made to St. Michael the Archangel Catholic School.

Refund Policy

If a student withdraws prior to August 1st, the entire tuition amount paid will be refunded. After the start of school, tuition is non-refundable unless there is a move of 75 miles or more from the school or the death of the responsible bill payer or student. No tuition will be refunded to any student that has been expelled. Registration, graduation, and other fees are non refundable.

Returned Checks

A \$25.00 returned check fee will be assessed for any check (lunch, field trips, tuition, etc.) returned to St. Michael the Archangel Catholic School as non-payable.

My signature below affirms that I have read, understand, and accept the terms and conditions of this contract. I acknowledge that if I withdrawal my child, or if my child is expelled, I will forfeit all fees and tuition monies paid.

Signature of responsible bill payer

Date

Printed name of responsible bill payer

Agreement Confirmed by School Official:

School Official

Date

While St. Michael the Archangel Catholic School does not wish to deny a Catholic education to any child due to failure to meet financial obligations, in light of the large investment that families make in the school and in fairness to others who attend the school, it is important that parents do all they can to meet their financial obligations.

Any family who is two (2) months in arrears in their tuition payments will receive a call from the Principal to schedule an in-person meeting with the parents. The purpose of the meeting is to discuss the circumstances for non-payment and to agree to a plan of action that is in the best interests of both the family and the school. This could include, but is not limited to, revision of the terms of the payment plan and/or applying for financial assistance.

If the parents do not abide by the terms of any agreement reached with the Principal after their meeting, or do not meet with the Principal within 14 days after they have been contacted by the Principal, all students in the family will have their attendance interrupted until such time where the parents bring their account balances up to date.

Any family with an outstanding balance as of the time of registration will not be allowed to re-enroll in the school. In addition, the school reserves the right to withhold transfer requests, report cards, and diplomas until all financial obligations have been met.

Delinquent tuition may render student(s) ineligible to participate in field trips, and extra-curricular activities, including school athletics, subject to the approval of the principal.

Attendance Exclusion Dates – families with delinquent amounts will not be able to send their children to school on the following dates Monday, October 17, 2011; Tuesday, January 17, 2012, Monday, March 19, 2012 and Monday, May 7, 2012. Students will not be allowed back in school until the tuition is up to date.