

Enrollment Contract for 2010-2011 School Year

We believe your tuition payments are an investment in your child's education and religious formation. Therefore, the School Board takes great care in setting the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Board to insure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families. This contract is effective July 1st and tuition payments begin August 1st.

TUITION PAYMENT

The following will be effective immediately:

1. Families, who are registered and active members of St. Timothy's Lutheran Church, with children enrolled in the school, shall receive the benefit of a 15% discount on tuition.
2. Families, who are NOT members of St. Timothy's Lutheran Church, with children enrolled in the school, shall make tuition payments equal to the total cost for educating each child in attendance. (Total per student cost x total number of children enrolled.)
3. Families, who have multiple children enrolled in the school, shall receive a 10% discount for second child and a 15% discount for third child.
4. All families will be expected to make tuition payments according to one of the offered payment plans. Each family is required to enroll with FACTS Management. **FACTS Management will send out an initial invoice in June with the payment plan. Each family will be required to enroll on-line. If you do not have the ability to enroll on-line, please contact the school bookkeeper for assistance.** Your child(ren) will NOT be able to attend the first day of school unless you have enrolled with FACTS. Options for payment shall include:
 - A. Full Payment: Under this plan, the entire amount of tuition is paid on or before August 1st to FACTS Management. Families will receive a tuition reduction equal to a \$200 discount for each elementary student and/or \$100 for each preschool student.
 - B. Monthly Payment: Under this plan, the entire amount of tuition is paid monthly over a ten (10) month period beginning August 1, 2010 through the FACTS Tuition Management Plan.
 1. Automatic Withdrawal: This plan is an automatic payment plan made through your checking or savings account.
 2. Credit Card: Each monthly payment along with a 2.5% convenience fee will be automatically charged on either the 5th or the 20th of each month. All credit cards are accepted with the exception of VISA.
5. Families that were enrolled in a budget plan with FACTS in the previous school year will be automatically re-enrolled with the account information that is on file. If you wish to use a different account please let the bookkeeper know by July 1st. If you paid your account in full the previous school year you will need to go on FACTS and set up your payment information.

Please Initial

DAYCARE

This year we will be offering Contracted Daycare, which will be added to your tuition cost. This is being done so that families that use Daycare on a regular basis will be able to budget accordingly. You must sign up for Contracted Daycare prior to June 1, 2010. Changes may only be made to the Contracted Daycare between December 1, 2010 – December 31, 2010. Please note Drop-in Daycare will still be available and will be billed on a monthly basis at a rate of \$8.00 per hour. If a child is not picked-up by 6:00PM, an additional \$1 per minute after 6:00PM will be charged.

Please initial whether you will decline or accept contracted daycare. decline accept (must complete Daycare contract.)

LATE REGISTRATION

- A. Families registering after August 1st shall be expected to fulfill their tuition obligation according to the tuition policy stated above.
- B. Tuition for students registering on or after the first day of school shall be calculated based on the number of months remaining in the school year. If a child starts before the 15th of the month, a full month's tuition will be charged. If a child starts after the 15th of the month, a ½ months tuition will be charged.

LATE PAYMENTS

It shall be the responsibility of each school family to keep the School Bookkeeper informed of their need to make any changes in the preferred tuition plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

1. Full Payment: If payment is not received on or before August 1st, the discount rate of tuition will not apply. When full payment has not been made by August 1, the family will be contacted by FACTS and alternative tuition payment options will be offered.
2. Monthly Payment: School families who choose the ten (10) month payment plan and miss a payment due to insufficient funds will be assessed a \$25 missed payment fee by FACTS, a \$25 fee by St. Timothy's School and may occur a fee from their own

financial institution. The missed payment will be reattempted by FACTS within 20 days. In addition, school families who have missed two (2) monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be readmitted to school according to the specifications of this policy.

TUITION ASSISTANCE

A limited amount of tuition assistance is available for school families experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. However, since such circumstances often are unpredictable, families should not hesitate to inform the School Bookkeeper of their need whenever it may arise during the year.

For the sake of your family’s security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact the school as soon as possible when they are experiencing economic difficulties.

Although payment plans are the norm, other equitable arrangements are possible to enable school families to fulfill their commitment of financial support for our school. The Principal will work out these arrangements with families on an individual basis and in a way that respects the concern and commitment of all our school families for the education and religious formation of their children.

NON-ADMISSION OF STUDENTS DUE TO TUITION DELIQUENCY

School families failing to pay tuition according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements with the school will be informed that their child(ren) will not be readmitted to our school. All families must be current in their payment of tuition.

1. If tuition is delinquent as of the 1st day of school: Students will not be admitted on the first day of school.
2. If tuition is delinquent as of the last day of school: Students will not receive their report cards and permanent records will not be released.

DELINQUENT TUITION FROM PREVIOUS YEAR(S)

All previous unpaid tuition must be paid by August 1, 2010 if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school. If payment is not possible, suitable arrangements must be made with the School Bookkeeper.

TUITION REFUNDS

Withdrawing your student before July 1, 2010 will automatically cancel this contract. After July 1, 2010, you will be charged the following month’s payment. Withdrawing a preschool student that is not potty trained, as required for enrollment, ten days prior to the start of school automatically cancels this contract. After that date, you will be charged the following month’s payment. Requests for exceptions to this policy must be in writing addressed to the School Board. _____ Please initial

OTHER FEES

A Registration Fee is due at the time of registration into St. Timothy’s Lutheran School. **This is a non-refundable fee.** If you request a change in your contract, you will be charged \$20 for the first change and \$50 for subsequent changes. A \$75.00 Evaluation Fee for new students is charged and due with the application. For 5th graders only, a \$350.00 Science Camp fee is due prior to going to camp. Fundraisers are done to reduce the cost of the Science Fee.

SCRIP

Families will be required to purchase \$500.00 of scrip. Families may do this anytime during the year. If a family has not purchased the mandatory scrip of \$500.00 by April 30, 2011, a bill will be issued.

VOLUNTEER HOURS

Each family will be required to do volunteer hours as follows: 10 hours per school year per child or 15 hours maximum per school year per family.

TUITION LOCK

The School Board approved a Tuition Lock Program beginning with the 2010-2011 school year. Families enrolling children in the Grade School (K through 5) will be able to lock in their rate of tuition for the subsequent years at the \$7, 770 rate per year. For example, if your child is enrolled in 1st Grade in the 2010-2011 school year at the tuition rate of \$7,770, your tuition will not increase for the subsequent years (Grade 2 through 5). Your tuition will remain at \$7,770 for Grades 1 through 5.

I understand that in signing this Enrollment Contract, I am agreeing to accept the rules and regulations of St. Timothy’s Lutheran School as stated in the current Parent-Student Handbook and the statements as referred to above, I (we) understand and agree to the terms of this contract.

Are you a member of St. Timothy’s Church? YES NO

Parent Name (Please Print)

Parent Signature (Financially Responsible)

Parent Name (Please Print)

Parent Signature

Child/Children’s Name/s (Please Print)

Date

