

St. Timothy's Lutheran School
5100 Camden Ave., San Jose, CA 95124
Phone: (408) 265-0244 Fax: (408) 265-0275

Enrollment Contract for 2008-2009 School Year

We believe our tuition payments are an investment in your child's education and religious formation. Therefore, the School Board accepts responsibility for 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.

TUITION PAYMENT

The following will be effective immediately:

1. Families who are registered 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. 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 July 1, 2008. Changes may only be made to the Contracted Daycare between December 1, 2008 – December 31, 2008. Please note Drop-in Daycare will still be available and will be billed on a monthly basis at a rate of \$6.00 per hour. If a child is not pick-up by 6:00PM, an additional \$1 per minute after 6:00PM will be charged.
5. All families shall be expected to make tuition payments according to one of the following payment plans. (Each family's preferred manner of payment must be submitted each year at the time of student registration.) 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, 2008 through the FACTS Tuition Management Plan.
 1. Automatic Withdrawal: This plan is an automatic payment plan made through your checking or savings account. Those choosing this plan will complete a FACTS agreement form to authorize the automatic monthly payments on either the 5th or the 20th of each month.
 2. Invoice: Payment is due to the FACTS Management office by the 10th of each month, (this option will only be available during the 2008-2009 school year).
 3. 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. Payment will continue until the agreement balance is paid in full. All credit cards accepted with the exception of VISA.

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 months 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, 2008 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 August 1, 2008 will automatically cancel this contract. After August 1, 2008, you are obligated for the total contract amount. 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 are obligated for the total contract. Requests for exceptions to this policy must be in writing addressed to the School Board. _____ **Please initial**

OTHER FEES

A Registration/Activity Fee is due at the time of registration into St. Timothy’s Lutheran School. The Registration Fee is a nonrefundable fee. The Activity Fee is a refundable fee up to the first day of school. A \$75.00 Evaluation Fee for new students is charged and due with the application. For 5th graders only, a \$300.00 Science Camp fee is due prior to going to camp. Fundraisers are done to reduce the cost of the Science Fee. Families will be required to purchase \$250.00 of scrip. Families may do this anytime during the year. If a family has not purchased the mandatory scrip of \$250.00 by the last day of school, a bill will be issued.

Please indicate the manner in which you plan to make your tuition payments.

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| _____ Annually Due by August 1, 2008 Circle One Check ACH Credit Card | _____ ACH (Automatic Withdrawal) over 10 months Circle day 5 th or 20 th | _____ Credit Card over 10 months 2.5% convenience fee Circle day 5 th or 20 th | _____ Invoice Plan over 10 months Invoice mailed each month *Only offered this year |
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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