

==PLEASE RETURN THIS PORTION OF THE CONTRACT - SIGNED and DATED==

ST. JOAN OF ARC CATHOLIC SCHOOL

2024-2025 TUITION CONTRACT

I/We understand that a place will be reserved for our student(s) only if this form and the Registration Fee is submitted with this Agreement. I/We understand acceptance of enrollment depends on Student's successful completion of the current School Year and on full payment of all Tuition and Fees for current and/or prior School Years. I/We understand that the School reserves the right to deny enrollment and/or exclude a student in its sole discretion.

This agreement, dated _____, is made and entered into between **St. Joan of Arc Catholic School** and _____, who are the (check one):

_____ Parent(s) _____ Other (explain): _____
_____ Legal Guardian(s) _____ Catholic _____ Non Catholic _____ Other Religion

of the following students:

Student's Full Name	Grade in 2024/2025
1.	
2.	
3.	
4.	
5.	

PAYMENT PLANS

- Tuition for 2024-2025 paid in full by June 30, 2024, is discounted 2%.
- Tuition for the 2 payment plan is due in August, 2024 and January, 2025.
- Tuition payments for the 10, 11, 12 monthly payment plans begin in June, 2024 with total tuition paid in full by the end of May, 2025 for the 2024-2025 school year. Payments may be submitted on the 5th and/or the 15th and/or 20th and/or the 30th of each month.

I/We have read and understand the Terms and Conditions of this Agreement, for the enrollment of Student(s) for the 2024/2025 School Year. I/We agree to abide by said Terms and Conditions and agree to fulfill the total financial obligation for payment of Tuition as set forth herein.

I/We agree to pay the Tuition in _____ payment(s).
(1, 2, 10, 11 or 12)

Signature of Parent/Legal Guardian/Other

Date

Signature of Parent/Legal Guardian/Other

Date



A foundation of faith and excellence.

stjoan.net

St. Joan of Arc

CATHOLIC SCHOOL

2024 - 2025 TUITION CONTRACT

I. Payment of Tuition:

The undersigned agrees to pay tuition for the entire school year (August/September 2024 through June 2025). Parents must select a payment plan for tuition from among the options set forth in section B below. All tuition payments shall be made in accordance with the Payment Plan.

A. Tuition is collected by the Blackbaud Smart Tuition Management Company. Upon registration, families are to contact Blackbaud Smart Tuition to set up an account and determine the number of payments they wish to make. Once a payment plan is set, it cannot be changed in that school year without the agreement of the pastor. A family is not considered registered until they have paid in full in advance or set up a tuition payment plan with Blackbaud Smart Tuition. Blackbaud Smart Tuition charges a \$50 administrative fee applied onto the 1st payment unless a family selects the 1 or 2 payment plan in which case the parish will pay the fee.

B. Tuition can be paid in 1, 2, 10, 11, or 12 payments. Tuition for the 2 payment plan is due in August and January. Tuition payments for the 10, 11, 12-payment (monthly) plans begin in June with total tuition paid in full by the end of May for the 2024-2025 school year. Tuition is due on the 5th and/or the 15th and/or 20th and/or the 30th of each month. *Tuition for 2024-2025 paid in full by June 30, 2024, is discounted 2%.*

II. Late / Overdue / Delinquent Tuition:

A. LATE TUITION: If you make payments by way of an electronic withdrawal from your checking, savings or credit card and your payment is returned, Blackbaud Smart Tuition will charge you a \$30 missed payment fee. Starting with the 2024/2025 school term, the school may also charge a late fee of \$65.00.

B. DELINQUENT TUITION: If an account is 61 or more days late, the tuition account is considered "delinquent."

1. Sanctioned Actions: When a tuition account becomes delinquent, the following sanctions are imposed unless special payment arrangements have been made in writing and that document is signed by the school principal and/or pastor. Sanctioned actions include:

- a) Report cards and academic records are withheld.
- b) Student's participation in sports and other extracurricular activities is suspended at the 61st day or when an account review determines that the account is delinquent. Such activities include grade-level class trips or CYO parish team tryouts.

2. Should the delinquency not be resolved or an alternate arrangement not be made within an additional two months, the school reserves the right to impose further sanctions, which may include any or all of the following:

- a) Student(s) may be required to withdraw from school.
- b) The account is turned over to a collection agency.
- c) Other legal action.

3. Families with delinquent tuition can avoid the sanctions listed above only after a tuition review conference has been held with School administration and the Pastor and an alternative tuition contract has been signed.

C. For the purposes of this contract, only the agreed upon payment set forth in the payment plan established at the beginning of the year fulfills the contract obligation. Thus, partial payments do not excuse a family from the imposition of the above mentioned sanctions.

III. Refunds:

A. If a student is withdrawn for any reason before the first day of the school year, tuition is refunded, except for the nonrefundable tuition deposit.

B. If a student withdraws during the school year, tuition is prorated through the end of the month or quarter in which the student withdraws.

IV. General Terms and Conditions:

A. Prior to completing the registration process, payment of a nonrefundable Registration Fee is required. The deposit is refundable only in the case of denial of the student's application during the registration process.

B. If parents/guardians elect the invoice/paper option with Blackbaud Smart Tuition rather than utilize ACH or credit card processing, it is understood that if the parents/guardians default on even one payment the account must be changed to an ACH or credit card account with no opportunity to return to an invoice account for the remainder of the school year.

C. The terms and conditions of the school's enrollment and other policy information which may be provided to the student are hereby incorporated into this agreement by reference.

D. It is further understood that the student and student's parents/guardians will abide by the policies and guidelines as documented, as well as any policies presented in the school parent newsletter, "Parent Notes."

E. Returned checks: All returned checks will incur a fee of \$30. If two checks are returned for insufficient funds, the School will no longer accept personal checks. Payment must then be made in cash, with a certified bank check or through Blackbaud Smart Tuition.

F. Students with unpaid tuition, regardless of how long the account is overdue, are ineligible to participate in Graduation and Graduation activities.

G. A family with an unpaid balance for the current school year may not register for the following school year unless the tuition for the current school year is paid in full, unless special payment arrangements has been made in writing and that document is signed by the school principal and/or pastor. School records, diplomas or transcripts will not be released until all tuition and other charges have been paid in full.

A Foundation of Faith and Excellence

As a Catholic community rooted in the teachings of Jesus Christ, St. Joan of Arc School proclaims its mission to lead students in knowing God and the Gospel, through prayer, worship, study and service. As a professional learning community, we promote the highest academic standards of achievement, according to each student's unique abilities and needs.