



John F. Kennedy Catholic School

Financial Agreement – 2022-2023



This John F. Kennedy Catholic School Financial Agreement – 2022-2023 dated _____ is made and entered into between John F. Kennedy Catholic School and the parties listed below.

_____, _____ (collectively, the “Responsible Party”),

who is/are the (check one): Parent(s) Legal Guardian(s) other (explain) _____

of the following students
(collectively, “Student” or
“Students”):

Student Name	Grade 2022 - 2023

(Note: If two parties are listed above, both must sign if they wish to be jointly responsible for this account and have access to it)

Payment of Tuition and Fees:

1. The Responsible Party hereby agrees to pay tuition and fees for the entire John F. Kennedy Catholic school year (July 2022 through June 2023) in the amount of \$_____ (“Tuition and Fees”) subject to any and all applicable discounts, late fees, or other charges, in accordance with John F. Kennedy’s current rates/schedules and the information and preferences provided by the Responsible Party on the Tuition and Fees Worksheet. The Responsible Party shall select a payment plan for Tuition and Fees from among the options set forth on the Tuition and Fees Worksheet. All Tuition and Fee payments shall be made in accordance with the payment plan. In addition to the Tuition and Fees outlined on the Tuition and Fee Worksheet, the Responsible Party agrees to pay for all other incurred fees throughout the John F. Kennedy Catholic school year, including, but not limited to, assessments for partially met volunteer and fundraising requirements, cafeteria fees and extended day fees, as well as any other fees that may be assessed.

2. Families paying in full must submit payment on or before August 25th, 2022. Any family paying in full on or before August 25th, 2022 will receive a 3% discount on annual tuition. All families will be required to sign up for a FACTS Tuition plan. If you have signed up for FACTS Tuition with your application, your first FACTS Tuition payment will be due in July or August depending on the plan selected. If you register for school after July 31st, 2022, the registration fee and application must be brought directly to the school office. Your total tuition will be modified based your date of enrollment. Tuition payments must be made directly to FACTS.

Note: Families with children enrolled in Preschool – 8th grade who elect monthly payments will follow the 10-month K-8 schedule.

3. Year End Account Balances: Any remaining account balance, including but not limited to assessments for partially met volunteer and fundraising requirements, cafeteria fees and extended day fees, as well as any other fees that may be assessed, must be received by John F. Kennedy Catholic School on or before June 20th, 2023 unless special arrangements have been made in writing and signed by the Parish Business Manager and the Principal. If payment is made using FACTS Tuition, your last tuition payment must include all fees. Failure to pay any amount required herein, including without limitation the foregoing, by June 30th, 2023 shall result in the following:

- Child(ren) will not be re-admitted for the next school year.
- If you have already enrolled your child(ren) for next year, the space(s) being reserved for them may be given to a child(ren) on a waiting list.
- Child(ren) cannot be admitted to another Catholic elementary, middle or high school.
- Transcripts will not be forwarded to other schools until balances are paid in full.

4. If a Tuition and Fee payment is past the grace period, John F. Kennedy Catholic School (or its agent, FACTS Tuition) may assess a late fee. In addition, John F. Kennedy Catholic School may withhold academic records.

5. Withdrawal: If a Student is withdrawn for any reason other than a request by John F. Kennedy Catholic School or mutual agreement, during the school year, a written and signed notice of withdrawal (with the date of withdrawal) must be received by John F. Kennedy Catholic School a minimum of 7 calendar days before the effective date of withdrawal. In connection with withdrawal, Tuition and Fees outlined on the Tuition and Fees Worksheet (including fundraising and volunteer obligations) are owed to John F. Kennedy Catholic School on a “prorated” basis, using the same criteria as outlined in the “refund” policy below.

6. Refunds

(K-8): Within a reasonable time, and upon receipt of a “notice of withdrawal”, a refund of prepaid tuition and fundraising “buyouts” (if applicable) will be made after allowing for sufficient time for funds to be received by John F. Kennedy Catholic School and to “clear” the remitter’s bank account. Please note that payments made through FACTS Tuition can take 10 days or more to be received by John F. Kennedy Catholic School. The refund will be based upon the 180-day school calendar (1/2 days count as full days) and the amount refunded will be prorated based upon the days that school was in session. The prorated amount “earned” by John F. Kennedy Catholic School will extend until the later of the effective “notice of withdrawal” or the child’s last day of school. If no notice is given, then the amount “earned” by the school will extend through the 7th calendar day beyond the child’s last date of attendance.

(Preschool): A refund of prepaid tuition will be made under the same terms as K-8 but will be based upon the total number of calendar days in which preschool planned to hold sessions during the school year.

Note: Any refunds given for either K-8 or Preschool will not include registration fees, FACTS Tuition fee, late fees, bounced check charges, excess volunteer hours worked, excess fundraising “profit” earned etc.

7. Prorated “Tuition and Fees”, and Fundraising and Volunteer Obligations and Payments: For children beginning school after the start of the school year, “tuition and fees”, fundraising “buyouts”, fundraising profit and volunteer hours will be prorated using the same methods using to calculate “refunds”.

General Terms and Conditions:

8. When submitting a completed Application for Admission, payment of a non-refundable registration fee is required. If you are enrolling one or more children in Preschool the registration fee is **\$75**. If you are enrolling one or more children in K-8 the registration fee is **\$75**. If you are enrolling children in both Preschool and K-8 the registration fee is **\$125**. *(Note: these registration fees are per family regardless of the number of children being enrolled)*. **The registration fee is non-refundable for any reason, including but not limited to, a denial of a Student’s application.**

9. The terms and conditions of the John F. Kennedy Catholic School enrollment and other policy information which may be provided to the Student are hereby incorporated into this Agreement by reference.

10. It is further understood that each Student and Student’s parent(s)/guardian(s) will abide by the policies and guidelines as documented in the John F. Kennedy Catholic School handbook.

11. To qualify for CATHOLIC FAMILY TUITION RATES, a family must be registered at a Catholic Parish, worship regularly, and participate. Families who are not members of Western Washington Grouping within the Diocese of Pittsburgh must submit a completed, signed **Pastor Verification Form** with their enrollment documents to be eligible for the Catholic tuition rates. If the Pastor Verification form is received after school begins, Non-Catholic tuition rates are assessed and must be paid until the date that the Pastor Verification form is received.

12. Volunteer Obligations - All families with Students enrolled in John F. Kennedy Catholic School Kindergarten through 8th grade is expected to participate in 30 hours of service by June 1, 2023. A maximum 20 hours can be used for coaching and any other fundraising event or activities. There is a \$500.00 buyout if you choose not to participate. The buyout payment is due by December 7, 2023 with a \$25 a month late fee assessment with no grace period. All volunteers agree to follow the Diocesan safe environment requirements for volunteers.

13. Fundraising Obligations - All families with students enrolled in John F. Kennedy Catholic School Kindergarten through 8th grade are required to sell \$500.00 in fundraising profit. There is a \$500.00 fundraising buyout. The buyout payment is due by October 5, 2020 with a \$25 a month late fee assessment with no grace period.

14. Partially Met Fundraising and Volunteer Obligations- The cutoff date to meet all obligations for families electing to participate in volunteering and fundraising is June 1, 2022. If you are short in volunteer hours, you will be assessed at the rate of \$16.67 (\$500/30) for every hour you are missing. If you are short of your fundraising requirement you will be assessed at \$500 minus the amount you have “fundraised”. Partially met fundraising and volunteer assessment amounts are due by June 7, 2022. A \$25 per month late fee with no grace period may be assessed after that date. Please note that you can monitor both your volunteer hours and fundraising amounts at **www.jfkatholicgoaltracker.com**. Please check this website frequently and report any discrepancies promptly.

Note: All discrepancies on goaltracker must be reported to the appropriate chairperson within two weeks of the last day of the nine week period.

15. Financial Aid, Scholarships, Grants etc: No monetary aid is guaranteed. Aid received through the Diocese is generally through the BEF and SOS funds. Catholics may qualify for both BEF and SOS, while non-Catholics may qualify only for SOS. Any money received on behalf of a Student will be applied to the family’s account equally throughout the remainder of the school year.

16. Returned checks: All returned checks will incur a fee of \$25.00. If two checks are returned for insufficient funds, John F. Kennedy Catholic School will no longer accept personal checks and you will be required to pay in cash or with a certified check from a local bank.

17. I/We understand that a place will be reserved for our student(s) only if this form, the registration fee and other required registration documents are submitted with this Agreement and other conditions of enrollment are met. I/We understand that acceptance of enrollment depends on student's successful completion of the current school year and on full payment of all tuition and fees for the current and/or prior school years.

18. I/We understand that all Students are admitted on a 30-day probation period and John F. Kennedy Catholic School reserves the right to deny enrollment and/or expel a Student whom it determines is unsuitable for enrollment.

19. Contact Information Email Addresses: John F. Kennedy's preferred method of communication is by email. Signers of this document need to provide John F. Kennedy Catholic School with their current valid email address and must keep John F. Kennedy Catholic School informed if their email address has been changed.

Mailing Address and Phone Numbers: Signers of this document must provide John F. Kennedy Catholic School with their current valid mailing address and phone number and keep John F. Kennedy Catholic School informed as to any changes in this mailing address or phone number.

20. All parties who agree to be responsible for payment must sign this Tuition and Fees Agreement form and the FACTS Tuition Agreement form (if applicable). The party(ies) who signs(sign) these agreements is(are) solely responsible for payment of Tuition and Fees due John F. Kennedy Catholic School and information and questions regarding this account will be directed only to the signers of these agreements.

Special Note to Spouses: If both parents wish to have access to financial information regarding their tuition account with John F. Kennedy Catholic, both must sign this Agreement (as well as the FACTS Tuition agreement, if applicable). Otherwise, in order to gain access to this information later, the parent not signing this agreement will need a letter of approval from the spouse who originally signed this Agreement.

I/We, the Responsible Party, have read and understand the terms and conditions of this Agreement, for the enrollment of Student(s) for the 2022-2023 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.

1.

Signature of Parent/Legal Guardian/Other

Date

Print Name

Phone

Mailing Address

Email Address

2.

Signature of Parent/Legal Guardian/Other

Date

Print Name

Phone

Mailing Address

Email Address