

**St. Monica Academy**  
**Tuition Agreement – Grades K-8**  
**2024 - 2025**

Family Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**STUDENT NAME**

**GRADE LEVEL 2024 - 2025**


*\*Please add new students to your FACTS account.*

**TUITION RATES**

**ONE STUDENT**  
**\$6,836.00**

**TWO STUDENTS**  
**\$11,356.00**

**THREE STUDENTS**  
**\$14,663.00**

**TERMS AND CONDITIONS**

1. **Registration Fee** - There is a family registration fee of \$100 if paid by March 1st, \$150 if paid by March 17th or \$200 on or after March 18<sup>th</sup>, 2024. This fee is payable through FACTS and is **non-refundable**. The fee will be added by FACTS immediately upon completing registration for **new families**. The fee will be added to the accounts of **returning families** when the signed Tuition Agreement is received in the Finance Office. If you do not have Auto Pay set up for Incidental Expenses, you will need to sign into your FACTS account and make a manual payment.
2. **Instructional Material Fee** - \$350 per student (K - 8<sup>th</sup>) due by **July 31, 2024**, and will guarantee your child(ren)'s enrollment. **This fee is payable through FACTS and is non-refundable.**
3. **Service Hours** – There is a mandatory volunteer hour obligation per school family. **Every family, regardless of tuition commitment or scholarship condition, will be required to fulfill 15 hours of volunteer service.** Failure to fulfill the annual volunteer commitment requirement will result in an assessment charge of **\$15 per hour** that will be due by the date of the last payment of the tuition contract. A family may choose to “buy-out,” their hours at the assessment of a charge on their FACTS account at any point during the year.
4. **Tuition Payment Option** - Tuition payments are due on your selected due date, with a grace period of 5 calendar days. You may select one of three options for your payment transfer when you set up your FACTS payment plan. All late charges are posted by FACTS on the 21<sup>st</sup> of each month. If you have any questions contact Gwenn Suvada, Business Office Administrator at 773-763-1661, Ext. 117 or gsuvada@stmonica.us.
5. **Delinquent Tuition** – If no payment or correspondence has been received within 5 calendar days of your due date, a \$30.00 late fee will be applied to **EACH** delinquent month. Delinquent accounts will receive a past due invoice sent via email by FACTS and a \$30 late fee will be assessed to the account. The parent or guardian is required to contact the finance office to discuss payment. If an unpaid balance is **over 30 days in arrears** (resulting in a delinquent account), student(s) will not be allowed to participate in field trips or may be excluded from class until the account is current. Eighth grade students will not be allowed to participate in end of the year activities or graduation exercises.

**I agree to the above terms and conditions.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(parent/guardian)

FACTS link is: <https://online.factsmgt.com/signin/429BT>

Visit our website: [www.school.stmonicachicago.com](http://www.school.stmonicachicago.com)

**(Over)**