



SAINT FRANCES CABRINI SCHOOL

529 Hawthorn Drive; West Bend, WI 53095

262-334-7142

school.saintfrancescabrini.com

Saint Frances Cabrini School: K3-8th Grade Registration and Tuition Payment Contract 2025-2026

Please complete all forms that are attached and return to the office by May 9th.

In addition to filling out and signing the attached forms please go onto Pro-Care and register for the school year online.

If your child is new to SFC and entering grade K5 or higher, the student will be temporarily placed until we receive documentation from the prior school attended to determine actual classroom placement.

If a limited number of spaces exist at a grade level, then priority for enrollment will be given as follows:

1. Registered Parishioners with children in school including current K3.
2. Registered Parishioners without children in school.
3. Non-parishioners with children in school.
4. Non-parishioners without children in school.

All families ending the 2024-2025 school year (by July 1st) with an unpaid balance and without an approved payment plan must contact the principal before enrolling.

We offer Education Grants and Tuition assistance, please contact Chris Chlebek at cchlebek@wbparishes.org

Registration Fee

There is a Registration Fee of \$150 per student, with a maximum of \$450 per family, which **MUST** be paid when this registration form is submitted in order to hold your place for next year. *After May 9th, the Registration Fee is \$200 per student.* (If you decide to withdraw by July 1st your money will be refunded.)

Tuition

	5 Day	3 Day	2 Day
K3 Half Day AM	\$3,276	\$2,891	\$2,516
K3 Full Day	\$5,522	\$4,388	\$3,640
K4 Half Day	\$3,276	X	X
K4 Full Day	\$5,522	X	X
K5-8th Grade	\$3,930	X	X

Multi-Child Discount

1 Child	\$ -
2 Children	-\$630
3 Children	-\$1,773
4 Children	-\$3,782

****If you are enrolling a K3 and K4 student less than full time, the Multi-Child discount will be different then this standard calculation.**

SERVICE • FORMATION • CATHOLIC

*At Saint Frances Cabrini School, our Mission is to **Serve** as Christ served,
and to be **Formed** by the exceptional academic curriculum and the **Catholic** faith.*

Saint Frances Cabrini School
New Enrollment/Re-Enrollment Form 2025-2026 School Year

Name: _____

Address: _____ City, State, Zip _____

Phone #: _____ Email: _____

Online Re-Enrollment and New Enrollment

Re-Enrollment - Sign into your ProCare account and click "alerts". After that click the button that says begin re-enrollment. <https://www.myprocare.com/>

New Enrollment - Follow this link. <https://www.myprocare.com/Default/EnterEmail>

Name of Child being registered	Catholic or Non (C or N)	Birthdate	School Grade (2025- 2026)	Bus or Car?

Before/After School Care

We offer before school care for students starting at **6:30 am - 7:30 am** and after school care starting at **2:50 pm - 5:00 pm**. If you plan on utilizing these services, please fill out the proper registration paperwork



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Saint Frances Cabrini School TUITION CONTRACT 2025-2026

As the Parent(s)/Guardian(s) of _____ we/I ask that our child(ren) be enrolled at St Frances Cabrini Catholic School for the 2025-2026 school year. We/I accept total responsibility for payment of tuition and fees for our child(ren) as indicated below and per contract.

Family Name: _____

Name of person responsible for tuition and fees, if different: _____

PAYMENT OPTIONS: (A payment option must be selected)

_____ **One Payment.** Pay in full on or before September 1, 2025 (if not paid by due date a 5% late fee will be assessed)

_____ **EFT withdrawals.** Twelve monthly payments (July-June) due on the 10th of the month

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (EFT)

If this option was selected, please complete the following information and attach a voided check.

I/We hereby authorize **Saint Frances Cabrini Parish** to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my/our account indicated below.

Bank Name _____

City, State & Zip _____

Bank Routing _____

Checking Account Number _____

Savings Account Number _____

This authority is to remain in full force and effect until Saint Frances Cabrini Parish has received written notification from one of the undersigned on its termination in such time and in such manner as to afford Saint Frances Cabrini Parish a reasonable time to act on it, i.e. one-month notice of closing or changing accounts.



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TERMS OF TUITION CONTRACT

Enrollment and Registration Fees. Parent understands that to reserve a place for their student(s) for the academic year, parents must submit the **signed** tuition agreement contract along with payment of the required **registration fee**.

Prorated. Tuition for students enrolling after the start of the school year will be pro-rated based upon the calendar month in which the student is enrolled.

Catholic Education. I understand that participation in Catholic education at Saint Frances Cabrini School is a commitment of Time and Talent in addition to that of Treasure. I agree to support the school with my gifts of Time, Talent, and Treasure by way of volunteer assistance and participating in school fundraising activities.

Rules and Policies. I agree to follow the rules and policies established by the Archdiocese of Milwaukee and those stated in the SFC Family Handbook.

Faithful Life. I agree to live my faith each day. To make Sundays holy by attending Mass (or, if not Catholic, Christian church services), and to see to it that my child(ren) who are enrolled at Saint Frances Cabrini do the same. I agree to be involved in the life and mission of our local parish, and to financially support my parish through regular tithing.

Late Payment/ Returned Checks: Families that miss an automatic tuition payment (EFT) due to insufficient funds will be charged a \$25 missed payment fee and may incur a similar fee from their bank. All payments due for the current school year must be submitted by June 30, 2026. A \$25 fee will be assessed for any returned checks.

Past Due Balances: I (we) understand that all past due tuition, fees, care program charges and lunch fees must be current for our child(ren) to attend classes. Any request for an exception must be made in writing to the Director of Administrative Services, Chris Chlebek.

Furthermore, I understand that tuition only covers a portion of the total cost per student. Parishioners of Saint Frances Cabrini Parish subsidize the Saint Frances Cabrini working budget and provide all the facilities the school utilizes.

***Registration fees are not part of the tuition amount. These are paid when the registration form is submitted. Aftercare fees and lunch fees are billed separately. Please refer to the before/aftercare agreement.**

I, the undersigned, accept the financial obligations set forth above.

Parent Signatures _____
(Father/Legal Guardian)

(Mother/Legal Guardian)

Date _____

All payments are to be made to Saint Frances Cabrini. All financial information is strictly confidential.