

# Tuition Agreement

2024-25



This agreement dated \_\_\_\_\_ is made and entered into between St. Martha School and \_\_\_\_\_ who is/are the (check one):

Parent(s) ☐ Legal Guardian(s) ☐ Other ☐

Student 1 \_\_\_\_\_ Grade \_\_\_\_\_ Student 2 \_\_\_\_\_ Grade \_\_\_\_\_

Student 3 \_\_\_\_\_ Grade \_\_\_\_\_ Student 4 \_\_\_\_\_ Grade \_\_\_\_\_

## Payment of Tuition:

1. The undersigned agrees to pay their tuition and fees for the entire school year, either in direct full payment by July 1 or using a chosen payment plan through Blackbaud Tuition Management.

2. If a tuition payment is 45 days overdue, St. Martha School has discretion to take action that it deems appropriate, which may include:

- a. Assessing late fees
- b. Withholding academic records
- c. Disallowing student's participation in sports or other school activities
- d. Withdrawing student from class participation
- e. Withdrawing student from school

3. A family with an unpaid balance for the current school year may not register for the following school year until the tuition for the current school year, ending June 30, is paid in full. School records, diplomas or transcripts will not be released until all tuition and other charges have been paid in full.

## Refunds:

1. Tuition is not refundable, and unpaid tuition remains due, if a student withdraws from St. Martha School, for any reason other than (a) at the request of the school, or (b) by mutual agreement of the school and the parents (guardians), or (c) the student's family moving more than thirty miles from their current residence.

2. If a student withdraws from St. Martha School at the request of the school, prorated tuition is due through the end of the month in which the withdraw occurs. In that situation, a prorated share of prepaid tuition will be refunded.

3. Prepaid tuition will be refunded in full only if cancellation is made, in writing to St. Martha School, prior to the first day of classes starting.

General Terms & Conditions:

1. Upon completion of the student registration form, payment of a non-refundable registration fee is required. This registration fee is non-refundable for any reason.
2. A condition of initial and continued enrollment at St. Martha School is compliance with the contents of the St. Martha Handbook and other policies of the school.
3. A condition of initial and continued enrollment at St. Martha School is suitable academic progress as determined by the faculty. Another condition is timely payment of tuition and all fees, including the non-refundable registration fee.
4. St. Martha School is committed to providing an excellent education across spiritual, intellectual, physical, emotional and social dimensions. However, St. Martha School, as a private school, has limited resources and capabilities for assisting some children whose circumstances would be better addressed in a public school with greater resources. Therefore, St. Martha School reserves the right to deny enrollment or to request withdraw if it appears to the school that the child would excel in a different learning environment.

I/We, the undersigned, have read and understand the Terms and Conditions of this agreement, for the enrollment of my/our student(s) for the 2024-25 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.

X

/  /

Signature of Parent 1/Legal Guardian 1/Other

X

/  /

Signature of Parent 2/Legal Guardian 2/Other

Date

/  /

Date

I/We elect to pay the total tuition amount adhering to the following payment schedule (please check one):

- ☐

Option 1- Full payment on Blackbaud Tuition Management by July 1, 2024. **The School office cannot accept cash or checks for tuition.**
- ☐

Option 2-Payments billed through Blackbaud Tuition Management Monthly, Quarterly, or Semi-Annually