

## ALL SAINTS ACADEMY TUITION COLLECTION POLICY

**It is the goal of All Saints Academy to work with each family to provide a Catholic education for their family.** We understand that many families are sacrificing to invest in their child(ren)'s education. It is important to recognize that parishes are also investing significant dollars into the ministry of Catholic education. Therefore, it is critical to the financial health of the school (and school families) that there is open and honest communication about timely tuition payments. We promise that family financial information will be kept confidential.

All Saints Academy provides multiple tuition payment options which are outlined below. All families will be required to sign a tuition contract, and will be expected to meet their tuition obligation per the signed contract. **If at any time during the year, a family is unable to meet a tuition payment, it is the family's responsibility to contact the ASA business office to make alternate arrangements. We are willing to work with families if they contact us before outstanding/delinquent tuition becomes an issue.** If there are any bank fees associated with automatic withdrawals, late fees, returned checks, NSF notices, collection fees etc., the amount of service charge/fees will be added to the family's tuition bill.

Keeping tuition costs reasonable is the responsibility of all, and the ASA budget does not include money to cover costs associated with late and delinquent tuition and tuition collection costs. Families who have a past due tuition balance from ASA or any Catholic School will not be allowed to start the new school year. The bottom line is that ASA has financial obligations and payroll to meet. We need a stable and predictable cash flow to operate the school, just as families need to meet their financial obligations. When tuition payments are late, it jeopardizes the solvency of the school for all.

**Families registered from Blessed Sacrament, St. Alphonsus, St. Isidore and St. Jude parishes, must have a Parish Investment Form completed and signed to receive parish investment/support.** Each parish has the flexibility to provide additional financial support to families through scholarship/endowment grants, etc. so families are encouraged to contact their parish business office/pastor to discuss financial need. **Families who do not have a completed Parish Investment Form will be charged the full cost of education per child (2008-2009 = \$5250/child).**

### Tuition

There are six tuition payment options available:

1. **One annual payment** for total tuition, due July 20, 2008. Payment is made directly to All Saints Academy.
2. **Two biannual payments of 50% total tuition.** Both payments must be paid directly to All Saints Academy. The first payment is due on July 20, 2008 and the second payment on January 20, 2009
3. **10 automatic monthly payments.** Payments are  $\frac{1}{10}$  total tuition, and directly deducted from your bank account over a 10 month period. Payments start in July 2008 and end in April 2009. Payments will be deducted the 20<sup>th</sup> of each month.
4. **12 automatic monthly payments.** Payments are  $\frac{1}{12}$  total tuition, and directly deducted from your bank account over a 12 month period. Payments start in July 2008 and end in June 2009. Payments can be made will be automatically deducted on the 20<sup>th</sup> of each month.
5. **Automatic tuition payment through debit card, Visa, or MasterCard** deducted on the 20<sup>th</sup> of each month.
6. **Other.** You MUST contact the ASA business manager before submitting. (6160364-9453)

## Collection Procedure

1. If you encounter financial difficulty, and will be unable to meet a monthly payment, you must notify the All Saints Academy Business Manager before the payment date so alternate arrangements can be made, and you can avoid missed payment fees.
2. If there are insufficient funds in your account on the 20<sup>th</sup> of the month you will incur a \$25 missed payment fee from All Saints Academy, as well as an additional fee from your bank or credit union.
3. All Saints Academy will automatically make another attempt to credit the payment on the 27<sup>th</sup> of the month. If there are still insufficient funds, you will incur a second \$25 missed payment fee, as well as an additional fee from your bank or credit union.
4. If an entire month passes without sufficient funds in your account, a double payment will be credited from your account on the next payment date. The same insufficient fund fees will apply.
5. If after a 60 day period no contact has been made with the Business Manager, a **final past due notice** will be mailed. You will then have an additional week to contact the Business Manager or make the necessary payments to bring your account current. If the business manager is not contacted, your child(ren) will be suspended from school two weeks after the final notice postmark. The school office will call the parent/guardian to arrange for the child (ren) to be picked up.

**The parent/guardian is completely responsible for making contact with the Business Manager in the event that a payment will not be made by the due date.**

Rev. 03.08

# All Saints Academy 2008-2009 TUITION CONTRACT

## Section A

Student Resides with: (Last Name) \_\_\_\_\_ (First Name) \_\_\_\_\_  
Home Parish: Blessed Sacrament Envelope # \_\_\_\_\_ St. Alphonsus Envelope # \_\_\_\_\_ St. Isidore Envelope # \_\_\_\_\_  
St. Jude Envelope # \_\_\_\_\_  
Other Parish: \_\_\_\_\_ No Parish Affiliation

Complete Address \_\_\_\_\_  
Phone Numbers Home \_\_\_\_\_ Work \_\_\_\_\_

Student Names \_\_\_\_\_ 2008-09 Grade \_\_\_\_\_  
\_\_\_\_\_ 2008-09 Grade \_\_\_\_\_  
\_\_\_\_\_ 2008-09 Grade \_\_\_\_\_

*To apply for Financial Aid please complete the PSAS form and mail it directly to the PSAS address listed on the form before March 14, 2008*

## Section B

**DUE DATE:** Tuition payments are due on the 20<sup>th</sup> of the month according to plan selected.

**TITHE:** In keeping with the parish emphasis toward the biblical norm of tithing, all parish families should consult their home parish's business office. To receive parishioner tuition rates you must complete a parish support form .

**LATE PAYMENT:** Late/delinquent payments may be charged a fee. Tuition collection policy is in effect & copies are provided with this contract.

**NON REFUNDABLE:** Tuition payments and registration deposits are not refundable for any reason.

## Section C

### FINANCIAL WORKSHEET 2008-2009 SCHOOL YEAR

**Parent Investment (Payable to All Saints Academy)**

**Kindergarten only – 5 mornings per week = \$2000.00 each additional afternoon, please add \$180.00.**

**All Day Kindergarten – Grade 8**

**1 Child = \$2600.00 4 Children = \$4850.00**

**2 Children = \$3900.00 5 Children = \$5000.00**

**3 Children = \$4550.00 Non-Parishioner Rate: \$5250.00 per child**

## Section D

### TUITION PAYMENT PLANS (check one)

*Tithe contributions must be made to appropriate parish and must stay current. Tithe payments are distinct from tuition payments.*

- 1. Annual:** Total tuition due in full on July 20, 2008.
- 2. Semi-Annual:** Two payments in the amount of 50% total tuition. The first payment is made directly to All Saints Academy on July 20, 2008 and the final 50% payment 20<sup>th</sup>.
- 3. 10 Automatic Monthly:** Tuition payments are made over a 10 month period with payments starting July 2008 and ending April 2009. Each payment will be automatically deducted on the 20<sup>th</sup> of each month.
- 4. 12 Automatic Monthly Payments:** Tuition payments are made over a 12 month period with payments starting July 2008 and ending June 2009. Each payment will automatically deducted on the 20<sup>th</sup> of each month.
- 5. Debit Card, Visa, or Master Card:** Automatic tuition payment through your bank card debited on the 20<sup>th</sup> of each month
- 6. Other –** You MUST Contact the Business Manager before submitting, 361-7339

## Section E

### DECLARATION OF PARENTS/GUARDIANS

I/We understand the Tuition Contract of All Saints Academy, and the Tuition Policies, and wish to enroll our child(ren) for the 2008-2009 school year.

**Please check one:**

**Enclosed is a \$125.00 non-refundable registration deposit\*** (required to register.) (Registration fees after May 1 will be \$175)

**We have paid our registration in full to All Saints Academy (Families who have completed a pre-registration form, but have not paid their registration fee, will be billed at the current registration rate.)**

(Both Parent(s) or Guardian(s) must sign if applicable.)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**TO ENROLL YOUR FAMILY: PLEASE RETURN THIS CONTRACT , A \$125.00 NON-REFUNDABLE REGISTRATION DEPOSIT AND A COMPLETED PARISH SUPPORT FORM TO THE SCHOOL OFFICE.**  
(Registration fee not applicable if previously paid through ASA early registration process.)