



February 16, 2018

Dear CBC Parents

Let us remember that we are in the holy presence of God. This call to worship is an integral part of our everyday life at CBC. We are truly blessed with an incredibly dedicated and committed faculty and staff and a student body that is second to none. Thank you for the trust you have placed in us by allowing us “to touch the hearts and teach the minds” of your son(s) as directed to us by de La Salle.

The Board of Directors of Christian Brothers College High School has set tuition for the 2018 – 2019 academic year. Tuition will be \$15,240.00, plus an additional \$1,475.00 for technology and fees. The cost for attending CBC during the 2018 – 2019 school year will be \$16,715.00.

Attached please find the tuition contract for next year. The tuition contract, along with a \$500.00 deposit for sophomores, juniors, and seniors, must be submitted to CBC by **March 23**. For incoming freshmen, a \$600.00 deposit and completed tuition contract must be submitted to CBC by **March 2**. This deposit ensures your son’s enrollment in CBC for the upcoming school year.

The full cost of educating your son(s) at CBC is actually \$18,441.00, resulting in a tuition gap of \$1,726.00, which must be made up by the giving of others, including our parents who can. Please consider making a tax-deductible donation to cover this tuition gap. On the tuition contract, there is a section to complete, indicating your “gap” donation. We would love if you could pay the full amount, but any gift your family can afford would be greatly appreciated. Please give this donation serious thought and prayer.

We will soon be working on need-based financial aid packages for next year. This year we were able to distribute \$2.2 million to families who qualified for need-based assistance. We will strive to do the same for the 2018 – 2019 school year.

Thank you for your continued support of Christian Brothers College High School. The generosity of the CBC community never ceases to amaze us. Through your generosity, we are able to continue doing the work of our Lord and Saint John Baptist de La Salle by helping those most in need. May God continue to bless you most abundantly for the good you do for others.

If you have any questions regarding tuition or financial aid, please contact Mr. Ed Puzzella, Chief Financial Officer, at puzzellae@cbchs.org or (314) 985-6111.

With prayerful best wishes, we remain,

A handwritten signature in blue ink that reads "Michael".

Michael Jordan
President

A handwritten signature in blue ink that reads "Timothy J. Seymour".

Tim Seymour
Principal

Registration Deposit and Tuition Contracts:

Class of 2022 - \$600 deposit and tuition contracts are due March 2.

Class of 2019, 2020, 2021 - \$500 deposit and tuition contracts are due March 23.

- Your deposit is a **non-refundable** payment applied to tuition. It is not an amount in addition to tuition.
- Payable by check only.

Tuition Contract: \$16,715 total payment

- The contract total consists of tuition of \$15,240 and laptop & fees of \$1,475.
- The contract does not cover the cost of books. Your son will be expected to pay his book bill by check or credit card at Orientation in August.

The following items need to be returned to the CBC Finance Office by the due date:

- 1) Submit a check to the finance office for the registration deposits due for each of your sons that will be attending CBC for the 2018/2019 school year.
- 2) Complete the **Tuition Contract** (2 pages), selecting a payment plan for the tuition and fees due for 2018/2019. *Families with more than one son attending CBC should complete only one contract, listing all sons enrolling for 2018/2019.*
- 3) Complete the **Responsibility Party Form** and return to the Finance Office along with the Tuition Contract and registration deposit.

Tuition Payment Plans:

Single Payment Option

- **Option # 1:** Payment by check to the CBC Finance Office by August 1, 2018. You will be sent an invoice July 1 with a detailed calculation of the balance due after the application of the 1% discount. *The 1% discount is only available to families who do not receive need-based financial aid.*
- **Option # 2:** Payment by credit card. The CBC Finance Office will send an invoice July 1 with a detailed calculation of the balance due after the application of the 2.5% credit card processing fee. Your credit card payment will be processed on August 1, 2018.

Multiple Payment Options - Administered through Smart Tuition, enrollment fee paid by CBC.

- If you currently have a CBC Tuition account through Smart Tuition and you are not changing the method of payment, you **do not** need to complete a Smart Tuition contract. On the CBC tuition contract, select the option of "I am currently enrolled in Smart Tuition" and your existing account will be rolled over for 2018/2019.
- If you are not currently enrolled in Smart Tuition, select the option of "I am not enrolled in Smart Tuition" and complete the Smart Tuition contract. Please attach a voided check.

For any questions please contact Sue Hoffman at hoffmans@cbchs.org

TUITION CONTRACT

CHRISTIAN BROTHERS COLLEGE HIGH SCHOOL 2018-2019 Academic Year

Parent/Guardian Responsible For Payment Daytime Phone Evening Phone

E-mail address (home) E-mail address (work)

Street Address City State Zip

Returning Student's Name Grade Next Year

Incoming Student's Name Grade Next Year

Selection of Payment Plan:

Please mark the option below to indicate your choice of payment method for tuition.

Single Payment Option (Directly to CBC by August 1, 2018)

By check. A 1% discount is applied to this payment option. CBC will send you an invoice.
**1% discount is only available to families who do not receive need-based financial aid*

By credit card (VISA or Master Card only). No discount applies. CBC will remit a statement to you in early July and charge your credit card on August 1, 2018.
** Due to processing fees applied by credit card companies, a 2.5% charge will be added to credit card payments*

Type of Card Card Number Name (as it appears on card) Expiration Date

Multiple Payment Options

I am currently enrolled in *Smart Tuition* and want my account to continue in *Smart Tuition*. If applicable, add my incoming freshman to my account established for his older brother.

I am not currently enrolled in *Smart Tuition*. As required, I have completed the enclosed *Smart Tuition* enrollment form and attached a voided check.

Donation to offset the 2018-2019 tuition gap of \$1,726 (optional):

The full cost to offset CBC's investment in each student's instruction, religious formation, retreats, and other student activities is \$18,441. Thank you for your support of our mission!

Amount of Donation: _____

- Add the amount to my single payment option above.
- Add the amount to my payment plan in *Smart Tuition*.
- A separate check is enclosed.

Your Signature:

I have read the above information and the attached Tuition Policy and agree to the conditions set forth. In addition, I understand that CBC High School will take any and all measures deemed necessary to collect any tuition owed including, but not limited to, suspension of my son and holding of transcripts until such time that my account is brought current.

Signature of Responsible Party

% of Responsibility

Date

Tuition Policy

(As Approved by the CBC High School Board of Directors)

1. Tuition and laptop lease payments will be collected by CBC or a 3rd party processor selected by CBC:
 - a. Those who choose to pay the tuition and laptop annual fees in full may do so by submitting payment directly to CBC High School, Finance Department by August 1.
 - b. Those who choose alternate payment plans must sign up for the automatic withdrawal or credit card payment plan offered through **Smart Tuition**, a third party processor.
2. Tuition assistance and scholarships will be credited at the time of determination and payment plans will be adjusted accordingly.
3. A fee of \$25 will be charged for all returned checks and credit card charges processed by the CBC finance office.
4. All charges of tuition and fees must be **paid in full by the 1st of May** of the applicable school year. Students advancing to the next highest grade will not be considered registered for that grade until all prior tuition and fees are paid in full. Schedules and booklists will not be issued and the student will be placed on financial probation.
5. Registration for the **coming year is due on March 2nd for the Class of 2022 and March 23rd for the Class of 2019, 2020, 2021.** Registration includes a deposit payment (\$600 for the Class of 2022; \$500 for the Class of 2019, 2020, 2021) and students will not be considered registered for the coming school year until their registration is paid. Schedules and booklists will not be issued, and report cards will be held for current students.
6. The following will apply to those students whose registration, fees and tuition are not current:
 - a. Report cards will be held.
 - b. The student will not be allowed to attend classes or take final exams.
 - c. Transcripts will not be released unless the student’s account is paid in full at the time the transcript is requested.
 - d. Diplomas will not be released.
 - e. The student will be placed on financial probation.
7. For parents who share financial responsibility, the above policies apply to both parents’ portion of the student’s tuition account. Both parents must make all of their scheduled payments on a timely basis.
8. Parents with delinquent accounts will be expected to communicate with the Business Office to resolve the issue. Failure to respond to such a request will result in holding of laptop and immediate suspension of the student.
9. **No student will be allowed to attend CBC for whom we do not have a signed tuition contract in place.**

I have read the above information and agree to the conditions set forth. In addition, I understand that CBC High School will take any and all measures deemed necessary to collect any tuition owed including, but not limited to, suspension of my son and holding of transcripts until such time that my account is brought current.

Signature of Responsible Party	% of Responsibility	Date
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CHRISTIAN BROTHERS COLLEGE HIGH SCHOOL
2018-2019 Academic Year

Instructions:

Please complete this form identifying all parties that will be responsible for payments to your son's tuition account. This information is taken into account in awarding tuition assistance.

Each responsible party must sign this form and indicate their percentage of responsibility. The calculation of their tuition payment will be based on their percentage of responsibility indicated below.

The School is continuing to allow more than one responsible party to make payments to a student tuition account. The ability to maintain this policy depends upon the cooperation of divorced and separated parents to mutually resolve how tuition for their son will be paid. The School does not have the information or the ability to mediate between responsible parties. The School will rely solely on the signatures and percentages of responsibility indicated below as the financial commitment towards your son's education at CBC.

Student Name Grade Next Year

Other Brothers Attending CBC Grade(s) Next Year

Parties Responsible for Payment:

Household #1

-

Name

Street Address City State Zip

Daytime Phone Evening Phone Email Relationship to Student

% of Responsibility x
Signature Date

Household #2

Name

Street Address City State Zip

Daytime Phone Evening Phone Email Relationship to Student

% of Responsibility x
Signature Date

RESPONSIBLE PARTY FORM



0 0 2 2 0 1 8 1 8 0

PLEASE ENTER FAMILY INFORMATION

FIRST NAME OF PARENT/GUARDIAN/BILL PAYER										LAST NAME OF PARENT/GUARDIAN/BILL PAYER										2018 - 2019			
*FIRST NAME OF ADDITIONAL AUTHORIZED PARTY										*LAST NAME OF ADDITIONAL AUTHORIZED PARTY													
STREET ADDRESS OR P.O. BOX																		APT#					
CITY										STATE		ZIP CODE											
HOME TELEPHONE NUMBER						MOBILE TELEPHONE NUMBER																	
EMAIL ADDRESS (Smart emails reminders for upcoming payments)																							



SELECT A PAYMENT METHOD

I authorize SMART to automatically debit my payments from the below provided account. I agree to the following automatic payment date: / /

Your school allows the following due date: 5, 10, 15, 20, 25

PLEASE DEBIT MY: CHECKING (PLEASE ATTACH A VOIDED CHECK) OR SAVINGS

9 DIGIT ROUTING NUMBER: BANK ACCOUNT NUMBER:

PLEASE CHARGE MY: AMEX DISCOVER MASTERCARD VISA

CREDIT CARD NUMBER: EXPIRATION DATE: /

A 2.85% convenience fee applies to all credit/debit card payments.

SELECT A PAYMENT PLAN

Plan S	2 Payments	Aug, Jan	ENTER PLAN LETTER HERE <input type="text"/>
Plan Q	4 Payments	Aug, Oct, Jan, Mar	
Plan M	10 Payments	Jul - Apr	

ENTER STUDENT INFORMATION

Choose from the following grades: 9 - 12

GRADE	FIRST NAME OF STUDENT	LAST NAME OF STUDENT
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

*OPTIONAL SCHOOL FAMILY ID: *OPTIONAL TYPE CODE:

PLEASE READ AND SIGN

I have read and agree to the terms and conditions on the reverse side of this document. I agree that the school may re-enroll me in the Smart Tuition payment program for each subsequent school year. I agree to pay the amount established by my school for the student(s) above by my specified due date. I realize that if I fail to have a payment posted or if there is an outstanding balance on my account by the specified due date, Smart Tuition may contact me via email and telephone and a late fee of \$40.00 will be assessed to my account. A \$30.00 fee will apply for any failed electronic transaction or dishonored check.

PRIMARY BILL PAYER _____ DATE ____/____/____

FOR SCHOOL OFFICE USE ONLY

THIS FAMILY IS ENROLLING LATE:
 SPREAD BALANCE ACROSS REMAINING MONTHS OF PLAN
 COLLECT BALANCE IN FIRST MONTH

*OPTIONAL STUDENT ID:

STUDENT TUITION 1	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
STUDENT TUITION 2	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
STUDENT TUITION 3	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
STUDENT TUITION 4	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FAMILY TUITION SUBTOTAL	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FEES & DISCOUNTS

If fees and discounts should be applied in addition to the tuition amounts included above, please contact your account manager.

ANNUAL TOTAL DUE \$



PARENT INSTRUCTIONS

Please use capital letters and print clearly.

1. **ENTER FAMILY INFORMATION:** Provide us with all of the requested contact information. If desired, use the "Additional Authorized Party" field to allow another person to access your tuition account information and make payments on the account. Be sure to include your email address, as we may contact you regarding important account information.
2. **SELECT A PAYMENT METHOD:** If you choose to pay by mail you will receive a bill that will be due on the date selected. Please mail your payment at least seven days prior to the due date. If you select Auto - Debit, Smart Tuition will debit your bank or credit card account on the debit date selected. If you choose to pay from your checking account, please include a voided check to ensure the accuracy of your information. On the bottom of every check, there is a 9 digit routing number that represents your bank (example below). It is typically located on the left side of the bottom of the check. Smart Tuition can not process automatic payments if the routing number is missing.

JOHN SMART
123 Smart Street
New York, NY 10004

No. 0123
01-23456789

Date _____

Pay to the Order of _____ \$ _____
DOLLARS

SMART BANK
New York, NY 10004

Memo
012345678901234 0123

9 Digit Routing Number (required) Bank Account Number (required)

Please choose one of the due dates from the available dates provided. If you choose a due date not approved by your school, your account will default to the latest due date available.

3. **SELECT A PAYMENT PLAN:** Please choose one of the plans offered by your school by putting the letter of the plan in the box. Payment plans are made available by your school and cannot be changed by Smart Tuition without school permission.
4. **ENTER STUDENT INFORMATION:** Please write the name and grade of the children who will attend this school.
5. **PLEASE READ AND SIGN:** Please review the terms and conditions. The Primary Bill Payer must sign the form.

parent.smarttuition.com

TERMS AND CONDITIONS

Smart Tuition receives, processes and deposits your payments into your school's bank account. Our secure website and 24/7 parent help center are available to families that have questions about their tuition payment plans.

Late Enrollment: If Smart Tuition does not receive your enrollment form on time, your first payment date will be moved forward. Your school may require you to catch up any missed payments on your first due date or may establish a plan with a smaller number of larger payments.

Refunds: Smart Tuition does not issue cash refunds. Overpayments will be carried on your account and credited to future tuition payments. All reimbursements or refunds must be arranged with your school.

Late Fees: Any payment that is not received by Smart Tuition by your due date is considered late and may receive a late fee. In the event that your account becomes delinquent, Smart Tuition may provide your school a follow-up service which will contact you via mail, telephone, or e-mail. Your account may be charged \$40.00 as a result of this service. This fee is in addition to any late fees charged by your school.

Dishonored Payments: A fee of \$30.00 will be applied to your account for any failed auto-debit and failed check payments. Your bank may impose additional fees.

Auto-debit Terms (Applies to auto-debit enrollees only): By signing this enrollment form you agree to authorize Smart Tuition to debit your account on the scheduled dates as described on the reverse side. If your auto-debit due date falls on a weekend or holiday, your account will be debited on the following business day. You agree that if any such debit is dishonored, for any reason, Smart Tuition shall have no liability for any fees charged to you by your financial institution. Smart Tuition will automatically reattempt any failed debits approximately 10 days after their failure. This authority will remain in effect until Smart Tuition receives your written instruction to cancel auto-debit service. To cancel or stop a scheduled auto-debit payment, you must contact Smart Tuition no later than 3 business days prior to the scheduled payment at **(888) 868-8828**.

Amendments

By signing this enrollment form you acknowledge and agree that such terms and conditions may be amended from time to time by Smart Tuition and such amendments will be reflected on Smart Tuition's website.

Smart Tuition Privacy Policy

We do not disclose any personal information about our families to anyone, except as permitted by law. Smart Tuition has adopted numerous procedures to protect the confidentiality of school and family information. We adhere to the Payment Card Industries Standard for storing family information.



SMART TUITION
Financial Solutions for Schools and Parents

& Your School Have Formed A Partnership



That Benefits Your School, Your Child, And You.

**Please return completed form
to your school immediately.**

**If you have any questions regarding
this form, contact Smart Tuition at:
1-888-868-8828**