



## ENROLLMENT AGREEMENT 2018/2019

IN CONSIDERATION of the enrollment of the student ("Student (s)") at St. Louis Preschool, Batesville, Indiana for the **2018-2019** School Year, the undersigned parent(s) or guardian(s) of the Student, hereby agree(s), jointly and severally, to pay the Tuition and Fees (as hereinafter defined) and accept(s) the terms and conditions of enrollment set forth herein. If the Parent is enrolling more than 1 child, the Parent agrees that this Agreement shall apply to all the names listed.

Parent's Name: (please print) \_\_\_\_\_

Address: \_\_\_\_\_ Home Telephone No.: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Cell Telephone No.: \_\_\_\_\_

Email: \_\_\_\_\_ Work Telephone No. \_\_\_\_\_

Student and Grade for **2018-2019**: \_\_\_\_\_

Student and Grade for **2018-2019**: \_\_\_\_\_

1. **REGISTRATION FEE.** The Registration Fee is set forth in the attached Schedule A, which becomes a part of this contract. The Registration Fee is nonrefundable.

2. **TUITION.** Tuition for the School Year is as set forth in the attached Schedule A. Parent hereby promises and agrees to pay to the School Tuition in the amount listed. All families shall be expected to make tuition payments according to one of the following payment plans. Every family is required to go on line to <https://online.factsmgt.com/Signin>

Tuition will be paid as follows (MUST CHECK ONE):

- One-Payment Plan.** Payment due no later than July 20<sup>th</sup>, 2018. Invoice reminders are sent out as a reminder by Facts Mgmt. Payments should be made online. There is no charge for this type of payment.
- Two-Payment Plan.** Parent will pay an initial payment due no later than July 20<sup>th</sup>, 2018 and a second payment due no later than January 20<sup>th</sup>, 2019. There is a \$10 fee through "FACTS" for this payment plan.
- Monthly Automatic Withdrawal Plan.** When setting up a monthly payment schedule through "FACTS", you will be charged a \$45 fee to set up monthly withdrawals. You have a choice of the 5<sup>th</sup> or the 20<sup>th</sup> of each month for your payment to be taken out of your checking, savings, or credit card account. Withdrawals are made from July through June.

3. **Late Payments.** It shall be the responsibility of each school family to keep the Principal informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late:

**THE SCHOOL'S REMEDIES IF TUITION AND FEES ARE NOT PAID.** TUITION AND FEES WHICH ARE NOT PAID WHEN DUE SHALL BEAR INTEREST FROM THEIR DUE DATE UNTIL PAID AT THE RATE OF 1.5% per month or up to the maximum interest rate permitted by law; and the School shall be entitled to recover all costs of collection, including all court costs, reasonable attorney fees and administrative costs. Legal action to recover such costs may be initiated if Tuition or Fees remain unpaid as of June 30, 2019. The School reserves the right without prejudice to recover Tuition and Fees owed by Parent(s) and to deny all privileges of enrollment to the Student in the event Tuition and Fees are not timely paid, including the withholding of education and progress reports, report cards and transcripts. Parents are encouraged to contact the business manager if alternative payment arrangements need to be made.

**Monthly Payments** - School families who choose the twelve (12) month payment plan and miss a monthly payment due to insufficient funds will be automatically responsible for charges incurred by their bank and St. Louis Parish. While we understand that situations arise that can cause a payment to be late, repeated late payments result in additional paperwork and time for our staff. So therefore, after the third late payment, a family will be required to pay for the next and each subsequent semester prior to it starting. Excessive missed payments will require an alternate plan for paying the remaining tuition.

4. **ENROLLMENT POLICY.** By executing this Enrollment Contract, Parent(s) acknowledge(s) that the School will follow the admission policy set forth in the St. Louis Catholic School Parent-Student Handbook. The obligation of Parent(s) to pay tuition and fees for the entire school year is unconditional and irrevocable. The only exception to this unconditional and irrevocable obligation is (i) when timely notice of withdrawal is provided to the School, and/or (ii) at the sole judgment and discretion of the School.

5. **RULES OF DISCIPLINARY ACTION.** Parent(s) agree(s) that Parent(s) and Student will abide by the rules, regulations and procedures established by the School and published from time to time, including those in the St. Louis Catholic School Parent-Student Handbook. The School reserves the right to dismiss and remove the Student from the School, without refund of any portion of the Tuition and Fees, at any time that, in the sole judgment and discretion of the School, the Student's industry, progress, conduct or influence, in or out of the School, is not in keeping with those rules, regulations or procedures.

\*This enrollment agreement **MUST** be returned and registration fee paid to be enrolled.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Parent's/Guardian's Name printed)

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Parent's/Guardian's Name printed)

**ST. LOUIS CATHOLIC SCHOOL**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Schedule A**  
**Effective 2018-2019 School Year**

**2018/2019 Registration Fees:**  
**The Registration Fee is nonrefundable.**

**2 day - \$100**  
**3 day - \$125**

**2018/2019 Tuition Amounts:**

**2 day - \$1000**  
**3 day - \$1300**