



2018-2019 TUITION CONTRACT

This agreement (“Agreement”) dated _____ 2018, is made and entered into between Our Lady of Sorrows Catholic School, a division of Our Lady of Sorrows Parish (“OLS School”), and _____ (name), who is/are the:

(check one) ___ parent(s) ___ guardian(s) ___ other (explain: _____)

of the following OLS School Students:

STUDENT’S NAME(S)	GENDER	DATE OF BIRTH	GRADE IN THE FALL 2018

Name of Parish where you are registered: _____

Registration Fee:

1. Prior to completing the registration process, payment of a registration fee of \$150 per student, with a cap of \$450.00 per family, is required. The fee is non-refundable for any reason, including, but not limited to, a denial of a student’s application. The registration fee is not transferrable to any other student, and does not apply towards tuition.

Payment of Tuition:

2. The undersigned agrees to pay tuition as set forth in the 2018-2019 Tuition Schedule attached as Appendix II. Parents shall select a payment plan for tuition from among the options set forth in Appendix I (“Payment Plan Alternatives”), and shall make payments in accordance with the Payment Plan.
3. If a tuition payment is forty-five (45) days overdue, the school may impose any or all of the following sanctions, at OLS School’s sole discretion, unless special payment arrangements have been made in writing and signed by the OLS Parish Business Administrator. Possible sanctions include, but are not limited to: assessing late fees; withholding academic records; excluding student(s) from school; and filing a court action for unpaid tuition.
4. A family with an unpaid balance for the 2017-2018 school year may not register for the 2018-2019 school year until the tuition for the 2017-2018 school year and all other fees are paid in full, unless special payment arrangements have been made with the OLS Parish Business Administrator in writing and signed by the OLS Parish Business Administrator. School records, diplomas or transcripts will not be released until all tuition and other charges have been paid in full.

2018-2019 TUITION CONTRACT

Tuition Refunds:

5. If a student is withdrawn during the school year for any reason other than requested by OLS School or mutual agreement, remaining tuition through the end of the school year must be paid in full **unless** the OLS Parish Business Administrator agrees in writing to refund a portion of the remaining tuition. If granted, tuition refunds will be processed according to our refund policy as set forth in the Admissions Policy. Otherwise, there will be no refund, credit or reduction for withdrawal, absences, vacations, snow days, illnesses, holidays or moving.
6. If a student is asked to leave or withdraw from the school, the undersigned is responsible for the pro-rated annual tuition through the end of the quarter in which the student withdraws, and any tuition overpaid on a pro-rated basis will be refunded.
7. Prepaid tuition will be refunded in full only if written notice of cancellation is made to OLS School, no later than the Friday before the first day classes are scheduled to start.

General Terms and Conditions:

8. The term and conditions of OLS School's "Admissions Policy" are hereby incorporated into this Agreement by reference.
9. It is further understood and agreed that the student and student's parents/guardians will abide by all requirements of the OLS School Parent/Student Handbook. The Our Lady of Sorrows Catholic School Parent/Student Handbook may be viewed at <http://school.olsorrows.com> under the Admissions tab. A hard copy of the Parent/Student Handbook may be obtained from the school office.
10. To qualify for Participating Parish Members Tuition Rates, a family must be registered at OLS Parish, fully participate in the sacramental life of the parish, participate in parish programs and activities, and support the parish financially. The Pastor and/or his delegate reserve the right to determine participating parish member status.
11. Certain Catholic families who do not belong to OLS Parish may qualify for a \$500 per family discount from Non-Parish Member Tuition Rates. To qualify for this discount, a family must be registered at a Roman Catholic parish other than OLS, worship regularly, and contribute to the support of that Parish, as documented to the satisfaction of the OLS Parish Business Administrator.
12. Service hours: All families with students enrolled in Kindergarten through 8th grade are expected to contribute 25 hours of service during the school year. Family volunteering adds to our school community and helps reduce operating costs. OLS School will monitor volunteer hours.

2018-2019 TUITION CONTRACT

- 13. Returned checks: All returned checks will incur a fee of \$25. The school reserves the right to redeposit any returned check at its discretion. If two checks are returned for insufficient funds, OLS School will no longer accept personal checks, and payment will be required in cash or certified check.

- 14. I/we understand that a place will be reserved for our student(s) only if this form and the registration fees are submitted with this agreement. I/we understand that acceptance of enrollment for the 2018-2019 school year depends on the student's successful completion of the 2017-2018 school year.

- 15. I/we understand that OLS School reserves the right to deny enrollment and/or expel a student whom it determines is unsuitable for enrollment.

I/we, the undersigned, have read and understand the terms and conditions of this agreement, for the enrollment of student(s) for the 2018-2019 school year. I/we have read the Our Lady of Sorrows Parent/Student Handbook and agree to abide by this agreement, the policies of Our Lady of Sorrows School, and to fulfill the total financial obligation for payment of tuition as set forth in this agreement.

_____ Date _____
Signature of Parent/Legal Guardian/Other

_____ Address _____ Phone _____

_____ Date _____
Signature of Parent/Legal Guardian/Other

_____ Address _____ Phone _____

OUR LADY OF SORROWS PARISH

By: _____ Date: _____

For office use only: Registration date _____/2018 Registration fee \$ _____ Tuition \$ _____ Check # _____

2018-2019 TUITION CONTRACT

Appendix I

PAYMENT PLAN ALTERNATIVES

OLS School offers the following Payment Plans. Please choose one:

OPTION 1 – SINGLE PREPAID PAYMENT PLAN. The entire amount, as shown on Appendix I, is due on or before June 30, 2018. Payments for this rate not received by June 30th will result in the tuition rate going up to the next highest level.

OPTION 2 – SINGLE PREPAID PAYMENT PLAN. The entire amount, with a 3% discount off of the highest rate as shown on Appendix I, is due on or before August 22, 2018. Payments for this rate not received by August 22nd will result in the tuition rate going up to the next highest level.

OPTION 3 – MONTHLY PAYMENT PLAN. An initial payment of 10% of the total tuition is due on or before March 31, 2018. Payment of an additional 10% of the total tuition is due during each of the months of April, May, June, July, August, September, October, November and December, 2018, with 100% of tuition due and payable on or before December 31, 2017.

OPTION 4 – ADJUSTED MONTHLY PAYMENT PLAN. Families who register after March 31, 2018, shall make payments according to a monthly payment plan agreed to by the family and the OLS Parish Business Administrator, as set forth below:

For families choosing Options 2 or 3:

If 60% of tuition is not paid on or before the first day of school, OLS School reserves the right to preclude student(s) from beginning school unless suitable arrangements are made with the OLS Parish Business Administrator.

If 100% of tuition is not paid on or before December 31, 2018, OLS School reserves the right to preclude student(s) from returning to school after January 1, 2019 unless suitable arrangements are made with the OLS Parish Business Administrator.

Electronic Tuition Collection:

OLS offers automatic tuition collection via electronic ACH/EFT transfers. If you wish to pay by electronic payment, please fill out the authorization form.

Credit Card Payments:

OLS can accept credit card payments for tuition and other fees; however, we do charge a 2% processing fee.