



SAINT THERESE CARMELITE SCHOOL Enrollment Agreement

Registration

The registration fee is **\$100 per student** and should be received within ten business days of receipt of your acceptance letter in order to secure a place in the classroom for the upcoming school year. Registration fees are non-refundable.

Student Fee

The student fee is \$350 per student and it covers various costs such as textbooks, workbooks, classroom supplies, student insurance, standardized testing, National Latin Exam, ACRE exam, Gradelink fee, field trip bus fares, and guest speakers. **The student fee is due on or before June 1, 2017** or it may be rolled into monthly payments according to your chosen FACTS (Tuition Mgmt Co.) payment schedule.

Late Fees

Registration fees received after ten business of receipt of your acceptance letter are considered late. **Late registration is \$150 per student.** Student fees received after June 1, 2017 are considered late unless they have been included in your FACTS payment schedule. **The late student fee is \$400 per student.**

Tuition

Although costs to educate each student at Saint Therese Carmelite School have risen each year, **the school has not increased tuition in four years.** In addition, tuition cost has been waived entirely for the 4th+ child in any family as reflected in the chart below. **All tuition payments must be made through the FACTS* payment system.** Families not wishing to make payments through FACTS must pay in full by July 10, 2017. No Exceptions.

Saint Therese Carmelite School offers parents the following options for tuition payment:

- Payment in full by July 10, 2017 (avoids FACTS service fees)
- Payment in 2 installments: July and December paid through FACTS (Tuition Mgmt Co.) with the option to include the student fee and/or annual fund
*\$10 non-refundable enrollment fee
- 10 monthly payments: July – April paid through FACTS (Tuition Mgmt Co.) with the option to include the student fee and/or annual fund
*\$43 non-refundable enrollment fee

	Annual Tuition	1 Payment	2 Payments	10 Monthly Payments
1 student	\$4,980	\$4,980	\$2,490	\$498
2 students	\$8,965	\$8,965	\$4,482.50	\$896.50
3 or more students	\$12,200	\$12,200	\$6,100	\$1,220
4 th student or more	Fees Only*	Fees Only*	Fees Only*	Fees Only*

**Each 4th + student receives a tuition waiver but is still responsible for other applicable fees such as registration fee, student fee, sports fee, club fee, and any other individual student fees.*



It is our goal that every Catholic family be able to afford to educate their children at our school. Because the actual cost of educating a student at Saint Therese Carmelite School is much higher than the tuition we charge, the actual cost of education must be made up through fundraisers. Regardless of the number of children enrolled, each family is required to support our Annual Fund, complete 30 Service Hours, and contribute \$600 towards Fundraising.

Annual Fund

Saint Therese Carmelite School has established an Annual Fund to raise money for the maintenance and improvement of the classrooms and grounds and to assist with the shared expenses of the Parish.

The Annual Fund commitment for each family is \$400 and may be paid in the following ways:

- Full payment by July 10, 2017
- Two installments: July and December paid through FACTS Tuition Mgmt Co.)
- 10 monthly payments: July – April paid through FACTS (Tuition Mgmt Co.)

Service Hours

To build community and participate in the life of the school, it is important that all school families donate service hours. Each Saint Therese Carmelite School Family is required to complete a **minimum of thirty (30) hours of service**. Service hours opportunities include, but not limited to, working (before, during, or after) fundraising events or school promotional events, classroom assistance, chaperoning field trips, assisting with school mailings, student activities (Back-to-School, All Saint's Day, Thanksgiving, Posada, etc.), hospitality, chairing a committee, and purchasing needed/requested supplies for student events (credited at 1 hour for every \$20 spent – must provide receipts).

The service hour commitment must be completed by June 1, 2018 or families will be charged accordingly. A fee of \$20 per hour will be charged for each hour not completed and will be due and payable by June 8, 2018.

Fundraising

The main fundraiser for Saint Therese Carmelite School is *The Little Way Dinner and Auction*. Each Saint Therese Carmelite School Family is required to raise or donate a minimum of \$600 per year through our fundraising efforts.

Each family is required to:

- Buy or sell at least two tickets to *The Little Way Dinner and Auction*
- Buy or sell a minimum of \$100 in tickets for our annual Drawing

Additionally, each family is required to do *one or more* of the following:

- Procure items/services, underwriting, sponsorships or advertisements/dedications for *The Little Way Dinner and Auction* or any other school sponsored fundraising event - the school will provide a solicitation letter and supporting materials to facilitate fundraising efforts.
- Sponsor a table for *The Little Way Dinner and Auction* or for any other major school sponsored fundraising events
- Underwrite a portion of *The Little Way Dinner and Auction* or other school sponsored events
- Sell See's Candies in the Fall and/or Spring.

All fundraising commitments, regardless of how they are made up, must be completed by the last 2017-2018 fundraising event.

Buyout

Families not wishing to participate in fundraising and service hours may opt for a buyout in the amount of \$2,000 payable by October 2, 2017.

Graduation Fee

There is a \$150 graduation fee for 8th grade due December 15, 2017. This fee covers the cap and gown, diploma, diploma covers, yearbook, retreat, and flowers and music for the Baccalaureate Mass and Graduation. The promotion fee for Kindergarten students is \$50.



Enrollment Procedures

1. **Enrollment Contracts** must be completed, signed, and turned in to the school office no later than 2 weeks from your dated acceptance letter.
2. **Registration fee** of \$100 per student must be paid with submission of Enrollment Contract.
3. **FACTS** online enrollment must be completed by May 1 of each year unless electing single payment.

A student is considered officially enrolled when the registration fee has been paid and the contract has been accepted and signed by a school official.

Payment Policies

In order for Saint Therese Carmelite School to meet its financial obligations the school has adopted the following policies regarding payments.

- **All tuition payments must be made through the FACTS payment system. Families not wishing to make payments through FACTS must pay in full by July 10, 2017. No Exceptions.**
- Saint Therese Carmelite School requires *at least* one person to be designated as the responsible party who will accept all financial responsibility for the enrolled student/s. The responsible party must sign the enrollment contract. All communications regarding the financial obligations will be made using the address and phone numbers provided on this agreement.
- A \$30 late fee may be assessed on all accounts not paid when due.
- A \$30 returned check fee will be charged for checks returned due to NSF.
- All accounts that go beyond 60 days past due will be automatically transferred to our collection service for assistance. This will result in the student's automatic removal from the class list and the student will not be allowed to attend class until payments have been made.

Financial Aid

There are two options for financial aid.

1. **FACTS Grant & Aid Assessment** (formerly Private School Aid Service)
Any family that would like to apply for need-based financial aid is encouraged to do so through FACTS, our third party evaluating service.

To apply online, visit www.factsmgt.com/aid or go to our website and click on the Tuition and Financial Aid tab found under the Admissions tab.

Once FACTS has sent their recommended financial aid total for the family, a meeting with the Pastor will be scheduled to accept and sign for the family's tuition subsidy. All applications and awards are confidential.

FACTS application deadline is May 15, 2017.

2. **Catholic Education Foundation (CEF)**
CEF Foundation applications are due April 14, 2017. Information is available in the office.

