



SAINT THERESE CARMELITE SCHOOL

Enrollment Agreement

Registration

The registration fee is **\$150 per student and should be received within ten business days of date on 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, and guest speakers. **The student fee is due on or before June 1, 2018** or it will be rolled into your monthly payments according to your chosen FACTS (Tuition Mgmt Co.) payment schedule.

Late Fees

Registration fees received after ten business days of date on your acceptance letter are considered late. **Late registration is \$250 per student.** Student fees received after June 8, 2018 or next business day 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 five 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 1, 2018. No Exceptions.

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

- Payment in full by July 1, 2018 (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 minor repairs of the classrooms and grounds. Any amount donated above \$400 is fully tax deductible and much appreciated.

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

- Full payment by July 1, 2018
- Paid through FACTS (Tuition Mgmt Co.) according to your chosen FACTS (Tuition Mgmt Co.) payment schedule.

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, before and/or after-school crossing guard, 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, 2019 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, 2019.*

Fundraising

Fundraising allows us to keep tuition low and to make up the difference between the actual cost of education and income received. Every fundraising dollar directly supports our educational programs and benefits our students directly.

The Little Way Dinner and Auction

The main fundraiser for Saint Therese Carmelite School is *The Little Way Dinner and Auction*. Therefore, each Saint Therese Carmelite School Family is required to contribute to our main fundraiser in the following ways:

- 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

Commitment of \$350

Families must contribute and raise \$350 in any of the following.

- Procure \$350 in 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.
- Sell See's Candies in the Fall and/or Spring – 20-50% will be credited toward the \$350 fundraising commitment
- Jog-a-thon – 50% of contributions will be credited toward the \$350 fundraising commitment
- Golf Tournament donations or sponsorships
- 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

All fundraising commitments, regardless of how they are made up, must be completed by the last 2018-2019 fundraising event.



Buyout

Families not wishing to participate in fundraising and service hours may opt for a buyout in the amount of \$1,500 payable by October 1, 2018. Buyout for Service hours is \$750. Buyout for Fundraising is \$750.

Graduation Fee

There is a \$150 graduation fee for 8th grade due December 1, 2018. 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 \$150 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 1, 2018. 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.factsmtg.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 April 15, 2018.

2. **Catholic Education Foundation (CEF)**
Deadline is February 27, 2018.

