

2017/18 TUITION CONTRACT

Family Name: _____

We thank you for your faith in St. John XXIII Catholic School. This year, the Parish Finance Council, in collaboration with the School Board and School Finance Committee have determined the tuition and fee schedule for the 2017/18 school year.

Educating a student at St. John XXIII School is funded from three separate sources: tuition, parish subsidy, and donations/fundraisers. St. John XXIII realizes that choosing a Catholic education requires a significant financial commitment and does its best to keep tuition costs manageable while continuing to provide a quality Catholic education.

Students who are members of St. John XXIII parish qualify for the parish subsidy, thus reducing the family tuition rate. Parish members are required to provide proof of membership. If you are not currently registered and you wish to qualify for the parish subsidy, you will need to register with St. John XXIII Parish and can do so on their website www.stjohn23rd.org.

The State of Wisconsin has implemented a tax deduction for families with children enrolled in private elementary and high schools. Because every family's tax situation is different, specific tax questions are between parents and their tax advisor. St. John XXIII Catholic School wants to inform you of this potential deduction, but makes no guarantees on the impact on a family's tax scenario.

2017/18 TUITION RATES & FEES

| Grade Level | Parish Member Tuition | Non-Parish Member Tuition |
|-------------------------------|-----------------------|---------------------------|
| Pre-3: 2 Day Option | \$1,313 | same |
| Pre-3: 3 Day Option | \$1,853 | same |
| Pre-3: 4 Day Option | \$2,469 | same |
| Pre-3: 5 Day Option | \$3,087 | same |
| Pre-Kindergarten (K4) | Supply fee | Supply fee |
| Kindergarten – Grade 8 | | |
| One Child | \$3,549 | \$4,598 |
| Two Children | \$6,743 | \$8,452 |
| Three or more children | \$7,808 | \$10,307 |

Non-Refundable Registration Fee

A non-refundable \$200 family registration fee is required in order for your child(ren) to be considered registered.

IMPORTANT DATES: The full \$200 registration fee will be applied toward tuition if the completed Enrollment Form AND payment are received by **March 3, 2017**. \$100 will be applied toward tuition if the Enrollment Form AND payment are received between **March 4, 2017-April 14, 2017**. \$0 will be applied toward tuition for Enrollment Forms or Tuition Contracts AND payments received **after April 15, 2017**. **For new families, the full \$200 registration fee will be applied toward tuition.**

Technology Fees

In our continued effort to update our technology and provide the best educational opportunities possible the following technology fees will apply:

- Grades K - 8: \$75/student; \$150 maximum per family
- Preschool: \$25/student

8th Grade Graduation Fee

- **\$50/ student** (to cover the costs associated with the graduation ceremony, awards, etc.)

2017/18 TUITION PAYMENT OPTIONS

Enrollment Policy

Families unable to pay tuition in full are encouraged to apply for financial aid through our school's Tuition Assistance Program. **St. John XXIII Catholic School does not discriminate on the basis of race, nationality, ethnic origin, creed, or the ability to meet tuition requirements.**

Tuition Payment Options

ALL tuition invoicing and payments will be processed through FACTS Tuition Management Company.

There are four basic tuition payment options. All tuition payments are received and processed through FACTS, a tuition management service. FACTS is the contracted provider St. John XXIII School uses for administering its tuition program. The tuition plans are as follows:

1. **Full Payment (One Payment)** – The entire tuition is paid on or before August 21, 2017. Families who pay their entire tuition and fees prior to August 21, 2017 will receive a \$50 discount. No Fees for this plan. *(If you choose this option and do not make payment by August 21 you will be put on the 10 month plan and charged the corresponding fees)*
2. **Two Payment Plan** – Tuition is due August & January – 5th or 20th of month. \$10 one time FACTS fee.
3. **11 Month Payment Plan** – Tuition payments begin July 2017 and end May 2018- 5th or 20th of month. \$45 one time FACTS fee.
4. **10 Month Payment Plan** – Tuition payments begin August 2017 end May 2018 – 5th or 20th of month. \$45 one time FACTS fee.
 - *All payments are automatic withdrawal from checking, savings or credit card with the exception of the payment in full option.*
 - *\$30 charge for payments returned by the bank to cover bank charges. Families will also incur a late fee of \$25 for all late payments.*
 - *Credit card payments incur a 2.75% fee charged by FACTS.*
 - *Families who are returning FACTS users will be reenrolled automatically for the 2017-18 school year but will need to log into their FACTS accounts to select payment option. **If you currently use FACTS but have never logged into your account or have lost your log in information you will need to call the payer line at 866-441-4637 and they will assist you with logging in.***
 - **New FACTS families will need to create a user name and password and then set up a payment plan via the School Specific Link → <https://online.factsmgt.com/signin/3ZMVM>**
 - **Assistance for both new and returning families can call the Payer line at (866) 441-4637**
 - **Once the payment plan is setup for new families the school will add the balance at a later date.**

ALL FAMILIES MUST HAVE A FACTS ACCOUNT AS THIS IS HOW YOU WILL ACCESS YOUR YEAR END TUITION STATEMENT FOR TAX PURPOSES. IF YOU PAY IN FULL THERE IS NO CHARGE.

Late Payments

All families are responsible for satisfying their tuition obligation to St. John XXIII School on a timely basis. All payments are due on the date as indicated on the FACTS enrollment form. If payments are not received by the date due, a late fee of \$25 will be assessed by FACTS.

A. Parish Membership Information

- No, we are not members of St. John XXIII Parish and agree to pay non-parish member tuition.
- Yes, we are members of St. John XXIII Parish. Our current parish membership information is below.

Family Name

Parish (list former parish name)

B. Student Enrollment Information

I/We are requesting that my/our child(ren) be enrolled at St. John XXIII School. Please indicate each student name, grade, and tuition fee for the 2017/18 school year.

Child 1 Name _____ Grade _____ Male Female
Child 2 Name _____ Grade _____ Male Female
Child 3 Name _____ Grade _____ Male Female
Child 4 Name _____ Grade _____ Male Female
Child 5 Name _____ Grade _____ Male Female

TUITION SUMMARY

Children K5 – 8th Grade _____ \$ _____ If Pre-3, # Days _____ \$ _____ Tuition Total \$ _____

2017/18 FACTS TUITION PAYMENT OPTIONS

C. FACTS Tuition Payment Options

Payment Option/Schedule:

- Full Payment (One Payment)** – The entire tuition is paid on or before August 21, 2017. If payment in full is received by August 21, 2016 family will receive a \$50 discount. No Fees for this plan. (If you choose this option and do not make payment by August 21, 2017 you will be put on the 10 month plan and charged the corresponding fees).
- Two Payment Plan** - due August & January – 5th or 20th of month. \$10 one time FACTS fee.
- 11 Month Payment Plan** - beginning July 2017 and ending May 2018 - 5th or 20th of month. \$45 one time FACTS fee.
- 10 Month Payment Plan** - beginning August 2017 ending May 2018 – 5th or 20th of month. \$45 one time FACTS fee.
- I have enrolled with FACTS for the payment plan indicated above.
- You can receive assistance enrolling for FACTS by contacting FACTS directly at (866) 441-4637. If for some reason you need to receive a paper contract for FACTS please contact Jan Schueller at 262-284-2441 for assistance.

D. Tuition Summary/Agreement

| | |
|---|------------|
| 1. Total family tuition due (total from Section B) | \$ _____ |
| 2. Technology Fee due (\$75/student \$150/family max; \$25 Pre-3) | + \$ _____ |
| 3. Graduation Fee (8 th grade only) \$50 | + \$ _____ |
| Total Tuition & Fees | = \$ _____ |
| 4. Less Non-Refundable Registration Fee <i>(if paid prior to 3/3/17 subtract full \$200; if paid between 3/4/17-4/14/17 subtract \$100; if 4/15/17 or after subtract \$0)</i> | - \$ _____ |
| BALANCE DUE | = \$ _____ |

I/We understand that I/we must be registered members of St. John XXIII Parish to receive parishioner tuition.

E. St. John XXIII Registration Fee & Tuition Refund Policy

It is the interest of the Board of Directors that registration fees are non-refundable. Tuition paid shall be refundable in the following cases:

1. If St. John XXIII School determines prior to the start of the school year that it cannot accommodate an enrolled student, all tuition payments made will be fully refunded.
2. If, after the start of the school year, St. John XXIII School determines that it cannot accommodate a student, paid tuition will be refunded on a pro-rated basis based on the number of school days the student was enrolled.
3. If prior to August 15th, a family withdraws an enrolled student(s), tuition paid will be fully refunded. If withdrawal occurs after September 1st, 50% of tuition paid will be refunded. If withdrawal occurs after September 15th, 25% of tuition paid will be refunded. If withdrawal occurs after October 1st, no refund given.
4. If a family registers a child(ren) St. John XXIII Catholic School and then moves out of the school district prior to the start of the school year, tuition paid will be fully refunded. If the move occurs after the start of the school year, a tuition refund will be determined on a pro-rated basis determined by the number of days the student was enrolled. Any tuition payments in excess of this amount will be fully refunded.
5. If a family registers its child(ren) St. John XXIII School and applies for Tuition Assistance and is not eligible, any paid tuition will be fully refunded.

By signing below I/we acknowledge that I/we have read and fully understand the non-refundable fees, tuition costs and other terms outlined in this contract. I/we further understand that I/we are legally responsible for the payment of all tuition and fees. In the event that the parish must take action to recover unpaid balances, I/we understand that, in addition to unpaid tuition and late fees, I/we are also responsible for all expenses and costs associated with the collection of unpaid tuition and fees including cost of any legal actions that may be necessary.

Please sign, date, and return with payment. *Please note that unsigned contracts will not be accepted.*

Parent/Legal Guardian: _____ Date: _____

Parent/Legal Guardian: _____ Date: _____

Parish/School: _____ Date: _____

Principal

NEW FAMILY ENROLLMENT

Please complete this form in its entirety and return to the Lower Campus School Office. K4 registration must be completed through the PWSSD. A **\$200 non-refundable** family registration fee is required and will be applied toward tuition.

Parent Information

Marital Status: Married Spouse Deceased Separated Divorced Single

Father First Name _____ **Last Name** _____

Street _____ City _____ Zip _____

Phone (H) _____ Phone (W) _____

Cell # _____ Mobile Carrier (for emergency texts) _____

Email: _____ Email 2: _____

Place of Employment _____ Occupation/Position: _____

Fluent Language: English Spanish Other Religion Catholic Non-Catholic

SJ23 Parish Member Yes No I am an Alum of SP SM PC Class year _____

Mother First Name _____ **Last Name** _____

Street _____ City _____ Zip _____

Phone (H) _____ Phone (W) _____

Cell # _____ Mobile Carrier (for emergency texts) _____

Email: _____ Email 2: _____

Place of Employment _____ Occupation/Position: _____

Fluent Language: English Spanish Other Religion Catholic Non-Catholic

SJ23 Parish Member Yes No I am an Alum of SP SM PC Class year _____

Student Name(s) & Grade of Enrollment

Student _____ Grade ____ DOB _____ Current Student New Student

Student _____ Grade ____ DOB _____ Current Student New Student

Student _____ Grade ____ DOB _____ Current Student New Student

Student _____ Grade ____ DOB _____ Current Student New Student

Prior School/Child Care Attended

Name _____ City/State _____

Reason for Leaving _____

Primary Reasons for Choosing SJ23

(Please check all that apply.)

- Faith-Based Environment Class Size Quality of Education Whole-Child Approach Safe Environment
 Family Environment Preferred K4 Site Only Other _____

How Did You Learn About SJ23?

- Parish Bulletin Website Facebook Personal letter or postcard Advertisement Mailing Newspaper Ad
 Archdiocese Website Current or Alumni Family (please indicate name) _____
 Internet Search Other _____

Signature & Date of Parent/Guardian

Father/Guardian: _____ Date _____

Mother/Guardian: _____ Date _____

OFFICE USE ONLY

Date Deposit Received _____ Amount \$ _____ Check # _____ Cash

NEW STUDENT PROFILE

Student Information

Last Name _____ MI _____ First Name _____

Desired Name Used _____ Male Female Birthdate _____ Catholic Non-Catholic

Ethnicity & Language

African American Caucasian Multi-Racial Asian Hispanic/Latino American Indian/Alaskan Native

Fluent Language: English Spanish Other _____

Grade of Enrollment

Preschool (PS)

No. Days Per Week _____ Days Attending: Monday Tuesday Wednesday Thursday Friday

Prekindergarten – 8th Grade

Pre-K AM Kindergarten 2nd Grade 4th Grade 6th Grade 8th Grade

Pre-K PM 1st Grade 3rd Grade 5th Grade 7th Grade

Health & Medical Background

Please indicate any health/allergy conditions: Diabetes Heart Seizure Asthma Other _____

Allergy: Type _____ Allergen Table Required: Yes No

Physical Restrictions _____

Recommended Treatment/Medication _____

Doctor's Name _____ Phone _____

City _____

Dentist's Name _____ Phone _____

City _____

Insurance Co. Name _____ Ins. Group No. _____

Insured Member No. _____ Preferred Hospital _____

Alternate Custody Information

A custody agreement must be on file in school office.

Legal custody of the child is: Father Mother Joint Custody Other (define) _____

Child resides with: Father Mother Other (relationship) _____

Please list any additional custodial arrangements of which we should be aware: _____

Transportation

Parent Drop-off /Pick-up Walk/Bike Bus

| BUS SCHEDULE | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------|--------|---------|-----------|----------|--------|
| AM | | | | | |
| PM | | | | | |

Emergency Contact & Dismissal Information

Please list the people in the order who should be contacted in case of an emergency if a parent cannot be reached. Please include a local contact in case your child need(s) to be picked up from school.

Name _____ Relationship _____ Day Time Phone _____

Name _____ Relationship _____ Day Time Phone _____

Name _____ Relationship _____ Day Time Phone _____

If emergency treatment is required and parent(s) cannot be reached, the school authorities may use their judgment in calling the above indicated doctor or dentist, or if unavailable, an alternate doctor or dentist. Yes No

If no, please indicate alternative procedure: _____

Should St. John XXIII Catholic School close unexpectedly during the day (due an emergency situation) my child should:

Ride the bus home Walk home Be picked up by _____ Other _____

Parent Signature _____ Date _____

Sacramental Information

Baptism

Date _____ Church _____ City/State _____

First Reconciliation

Date _____ Church _____ City/State _____

First Communion

Date _____ Church _____ City/State _____

Child Care Services

I am interested in the following child care services, if available:

Before-School Care After-School Care Summer Care Vacation Care

OFFICE USE ONLY

Date Received _____

Birth Certificate Baptismal Certificate Immunization History Technology Agreement

Custody Agreement on File