

**SACRED HEART SCHOOL
TUITION COMMITMENT AGREEMENT
2016-2017 SCHOOL YEAR**

PARENT/GUARDIAN(s) _____
(First Name) (Last)

Enter below the names and grades of students who will attend Sacred Heart School for the 2016-2017 school year.

<u>STUDENT NAME(S)</u>	<u>2016-2017 GRADE</u>
_____	_____
_____	_____
_____	_____
_____	_____

Dear Sacred Heart Parents/Guardians,

The Sacred Heart School options for tuition for the 2016-2017 school year are listed below. Please check your intentions.

SELECT YOUR PAYMENT OPTIONS:

- A. ___ **FULL PAYMENT** of tuition to be paid on or before the 1st day of school.
- B. ___ **SEMI-ANNUAL PAYMENTS** of tuition to be paid on or before the 1st day of school and January 1.
- C. ___ **FOUR (4) EQUAL PAYMENTS** of tuition to be paid on or before the 1st day of school, November 1, February 1, and April 1.
- D. ___ **NINE (9) PAYMENTS** of tuition to be made in equal monthly payments on or before the start of each month beginning September 1 through May 1.
- E. ___ I/We would like to meet with the principal/parish priest to request tuition assistance or payment options as required by the Tuition Policy Guidelines and plan to do so by the 1st day of school.

(The appropriate amount from the tuition schedule)

I/We agree to pay Sacred Heart School tuition for our child(ren)'s education (The appropriate amount from the tuition schedule). I have read and understood the Tuition Collection Policy.

Signature

Date

SACRED HEART SCHOOL
TUITION COLLECTION POLICY

STATEMENT OF PURPOSE

Due to ongoing and increasing school expenses, it is necessary to collect all school tuition monies. The following policy has been adopted to help ensure future financial viability.

Monthly/Annual Payment Schedules

If no payment has been received by the 20th, a letter reminding the parent/guardian of their obligation will be sent.

If no contact or payment has been received by the 10th of the following month, a phone call by a school representative to the parent/guardian will be made to discuss the reason no payment has been made.

If no payment has been received by the 20th of the following month, the parent/guardian must contact the school or parish priest either orally or in writing to determine a plan for payment.

If no agreement has been reached to pay the past due tuition by the end of the school year, a meeting with school representatives will be required.

Quarterly/Semi-Annual Schedules

If no payment has been received by the first of the following month, a letter reminding the parent/guardian of their obligation will be sent.

If no contact or payment has been received by the 20th, a phone call by a school representative to the parent/guardian will be made to discuss the reason no payment has been made.

If no payment has been received by the first of the following month, the parent/guardian must contact the school or parish priest either orally or in writing to determine a plan for payment.

If no agreement has been reached to pay the past due tuition by the end of the school year, a meeting with school representatives will be required.

Policy approved November 11, 2015