

Student Last Name

[Redacted]



# MONROE CATHOLIC ELEMENTARY SCHOOLS

## Tuition Contract

This agreement dated January 9, 2012 is made and entered into between the Monroe Catholic Elementary Schools (MCES) and \_\_\_\_\_ (name), who is/are the (check one):

- \_\_\_\_\_ Parent(s)
- \_\_\_\_\_ Legal Guardian(s)
- \_\_\_\_\_ Other

of the following students:

Student 1 \_\_\_\_\_ Grade \_\_\_\_\_      Student 2 \_\_\_\_\_ Grade \_\_\_\_\_  
 Student 3 \_\_\_\_\_ Grade \_\_\_\_\_      Student 4 \_\_\_\_\_ Grade \_\_\_\_\_

### Payment of Tuition:

1. The undersigned agrees to pay tuition for the entire school year (beginning July through March) in the amount of \_\_\_\_\_ (tuition). Parents shall select a payment plan for tuition from among the options set forth below. All tuition payments shall be made in accordance with the payment plan.
2. If a tuition payment is forty-five (45) days overdue, MCES may impose any or all of the following sanctions; at the MCES' sole discretion, unless special payment arrangements have been made in a writing signed by the school's principal or administrator. Sanctioned actions include:
  - a. Assessing late fees
  - b. Withholding academic records
  - c. Disallowing student's participation in sports or other school activities
  - d. Withdrawing student from class participation
  - e. Withdrawing student from school
  - f. Using a collection agency
  - g. Filing a claim in court
3. A family with an unpaid balance for the current school year may not register for the following school year until the tuition for the current school year is paid in full, unless special payment arrangements have been made in a writing signed by school's principal or administrator. School records, diplomas or transcripts will not be released until all tuition and other charges have been paid in full.

### Refunds:

4. If the student is withdrawn, for any reason other than request by MCES or mutual agreement, during the school year, remaining tuition through the end of the year must be paid in full unless the school principal or administrator

agrees in writing to refund a portion of the remaining tuition. Otherwise, there will be no refund, credit, or reduction for withdrawal, absences, vacations, snow days, illnesses, holidays or moving.

5. If a student is asked to leave or withdraw from MCES, the undersigned is responsible for the prorated annual tuition through the end of the month in which the student withdraws.
6. Prepaid tuition will be refunded in full only if cancellation is made, in writing to MCES, within 14 days prior to the first day classes are scheduled to start.

**General Terms and Conditions:**

7. Prior to completing the registration process, payment of a non-refundable registration fee in the amount of \$150.00 for 1-student; \$275.00 for 2-students; \$325.00 for 3-students is required. The registration fee is nonrefundable for any reason, including but not limited to, a denial of a student application, but the registrations fee will be credited toward the student's final tuition payment.
8. The term and conditions of the MCES enrollment and other policy information which may be provided to the student are hereby incorporated into this Agreement by reference.
9. It is further understood, that that student and student's parents/guardians, will abide by the policies and guidelines as documented in the MCES handbook.
10. Returned checks: All returned checks will incur a fee of \$25.00. If two checks are returned for insufficient funds, MCES will no longer accept personal checks and you will be required to pay in cash, with a certified check from a local bank, or through FACTS.
11. I/We understand that a place will be reserved for our student(s) only if this form and the registration fee are submitted with this Agreement. I/We understand that acceptance of enrollment depends on student's successful completion of the current school year and on full payment of all tuition and fees for the current and/or prior school years.
12. I/We understand that MCES 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 my/our student(s) for the 2012-2013 school year. I/We agree to abide by said Terms and Conditions and agree to fulfill the total financial obligation for payment of tuition as set forth herein.**

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**Signature of Parent/Legal Guardian/Other**

**Date:**

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**Address**

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**Signature of Parent/Legal Guardian/Other**

**Date:**

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**Address**

**I elect to pay the total amount due adhering to the following payment schedule:**

\_\_\_\_\_ **Option 1 – Single Payment Plan.** I elect to pay the total tuition amount on or before Monday, May 7, 2012. Payment is payable to Monroe Catholic Elementary Schools (MCES).

\_\_\_\_\_ **Option 2 – Monthly/Quarterly Payment Plan OR Credit Card.** I elect to pay the tuition amount in installments through FACTS beginning July, 2012 and ending March, 2013.