



**St. Paul Catholic High School
1001 Stafford Avenue
Bristol, CT 06010**

**Financial Contract
2016-2017 Academic Year**

Responsible Party Name and Address:

Student Name :

Parish Affiliation, Parish and Town:

Please select payment preference:

_____ **Incoming Freshmen and Transfers:** I wish to have a Smart Tuition account through St. Paul's for the 2016-2017 school year. I am aware that I will be assessed an annual \$50 enrollment fee. The first payment will be due either July 5, 2016, or July 20, 2016. **I will enroll with Smart Tuition online at www.enrollwithsmart.com.** If a paper contract is needed, please contact the Finance Office.

_____ **Returning students:** I had a Smart Tuition account through St. Paul's for the 2015-2016 school year, and wish to continue using it for 2016-2017. I am aware that I will be assessed an annual \$50 enrollment fee. The first payment will be due either July 5, 2016, or July 20, 2016.

_____ I will pay in full, directly to St. Paul Catholic High School. **Payment must be received by 3:00 p.m. on Friday, July 1, 2016 to qualify for a 1.5 % discount on the tuition portion of the invoice.**

_____ I will pay St. Paul directly in 2 payments, with payments due July 1, 2016, and January 1, 2017. I am aware that I will be assessed an annual \$50 administrative fee.

_____ I will pay St. Paul directly in 4 quarterly payments, with payments due July 1, 2016, October 1, 2016, January 1, 2017, and April 1, 2017. I am aware that I will be assessed an annual \$75 administrative fee.

I have read and accept the terms of this contract. (See reverse side.)

Responsible Party Signature _____ Date _____

Please return this contract to the Finance Office on or before Monday, May 2, 2016.

Please direct questions or concerns to Mrs. Elizabeth Gunn, Finance Office at 860-584-0911 ext. 20 or egunn@spchs.com. Fax: 860-585-8815.



St. Paul Catholic High School
Financial Contract, 2016-2017 Academic Year

TUITION:

- Tuition per student for the 2016-2017 academic year is \$10,400. Tuition for the second child in the same family is \$8,400 and for the third child is \$5,400. Books, i-pads and uniforms are not included and must be purchased separately by students.
- Tuition is due and payable in full on July 1, 2016, unless a payment plan is chosen.
- Refunds for student withdrawal will be made on the following basis: Twenty-five percent of the published tuition rate is non-refundable for withdrawal after the start of school. Fifty percent of the annual tuition is non-refundable after the start of the second quarter. No refunds will be made after the third quarter begins in January. If student withdrawal is a result of expulsion, no refunds will be made.
- **If tuition payments are not kept current, students may not be permitted to sit for mid-term and final exams or to participate in sports and extracurricular activities, in accordance with school policies, unless a special payment plan has been approved by the school president/chief administrator.**

FEES:

- **All fees are non-refundable and non-transferable.**
- The **registration fee** is \$300 for new students, \$200 for returning students, with a maximum of \$400 per family. This is due with the next year's course selection paperwork.
- **Optional bus transportation** is provided for non-Bristol students for a fee of \$880 for the year. Additional siblings will be charged a rate of \$630 each.
- A **non-parish assessment fee** of \$250 is assessed for those students who are not members of a Catholic parish. Parishes in the Archdiocese of Hartford pay this fee for those students who are registered, active, and contributing members. This fee will be added on to the tuition invoice for those students obligated to pay it.
- A **course change fee** of \$100 is assessed for voluntary course changes. Please see the student handbook for details.
- Smart Tuition provides tuition collection services for the school. Information related to their services is below.
 - Tuition may be paid in 2, 4, or monthly installments through **Smart Tuition**.
 - The Smart Tuition annual enrollment fee is \$50.
 - Smart offers the following methods of payment. See the Smart contract for details regarding these payment options:
 - Automatic savings or checking withdrawal on the 5th or the 20th of the month.
 - Invoices sent by mail, with payments due on the 5th or the 20th of the month. Payments can be made by mail, online, or by phone.
 - A **late fee** of \$40 will be assessed for each late or missed payment. Payments are considered late 1 day after the due date.
- For payments made directly to St. Paul:
 - If tuition is paid in full by **3:00 p.m. on Friday, July 1, 2016**, a 1.5 % discount will be given. The discount is applied only to the tuition, not to fees such as the bus, registration, and non-parish assessment fees.
 - An **Administrative Fee** will be assessed for direct billing by the school.
 - For monthly billing, the administrative fee is \$125.
 - For quarterly billing, the administrative fee is \$75.
 - For semi-annual billing, the administrative fee is \$50.
 - A **late fee** of \$35 will be assessed for each late or missed payment. Payments are considered late 10 days after the due date.
 - A **finance charge** of 1% per month will be charged on past due balances.
 - A fee of \$30 will be assessed for each check returned by the bank.
 - Any fees incurred by the school due to wire transfers or for any other reasons will be billed to the family.

A SIGNED FINANCIAL CONTRACT IS A REQUIRED PART OF YOUR STUDENT'S FILE EACH YEAR, REGARDLESS OF PAYMENT PLAN CHOSEN.