



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

**Financial Contract
2017-2018 Academic Year**

Responsible Party Name and Address:

Preferred e-mail address :

Student Name :

Parish Affiliation, Parish and Town:

Please select payment preference:

_____ I will have a Smart Tuition account through St. Paul's for the 2017-2018 school year. I am aware that I will be assessed an annual enrollment fee, which is \$20 for the 2-payment plan, and \$50 for all other plans. The first payment will be due either July 5, 2017, or July 20, 2017. **Smart Tuition will initiate my enrollment using an email invitation, or I can contact them directly at www.enrollwithsmart.com.**

_____ I will pay in full, directly to St. Paul Catholic High School. **Payment must be received by 3:00 p.m. on Friday, June 30, 2017, 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, 2017, and January 1, 2018. 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, 2017, October 1, 2017, January 1, 2018, and April 1, 2018. 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 1, 2017.

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



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Financial Contract
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TUITION:

- Tuition per student for the 2017-2018 academic year is \$10,700, and tuition for the second child in the same family is \$8,700 and for the third child is \$5,700.
- Books, i-pads and uniforms are not included in the tuition and must be purchased separately by students.
- Tuition is due and payable in full on June 30, 2017, 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 for all plans except the 2-payment plan, which has a **\$20** annual enrollment fee.
 - 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 one 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, June 30, 2017**, 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:
 - \$125 for monthly billing.
 - \$75 for quarterly billing.
 - \$50 for semi-annual billing.
 - A **late fee** of \$35 will be assessed for each late or missed payment.
 - 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 reason 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.**