



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

**Financial Contract, 2018-2019 Academic Year**

Responsible Party Name and Address:

\_\_\_\_\_

Student Name :

\_\_\_\_\_

Parish Affiliation, Parish and Town:

\_\_\_\_\_

**Please select payment preference:**

I will pay in full, directly to St. Paul Catholic High School. **Payment must be received by 3:00 p.m. on Friday, June 29, 2018, to qualify for a 1.5 % discount on the tuition portion of the invoice.**

I will pay in installments using one of the payment options in the chart below.

Check one box below	Ways to Pay	Number of Payments	Annual Plan Enrollment Fee	Payment Schedule	Payment Due Date
	Smart Tuition*	2	\$20	July 2018, Jan 2019	5th or 20th
	Direct to St Paul	2	\$50	July 2018, Jan 2019	1st
	Smart Tuition*	4	\$50	Jul 2018, Oct 2018, Jan 2019, Apr 2019	5th or 20th
	Direct to St Paul	4	\$75	Jul 2018, Oct 2018, Jan 2019, Apr 2019	1st
	Smart Tuition*	10	\$50	July 2018 through April 2019	5th or 20th
	Smart Tuition*	11	\$50	July 2018 through May 2019	5th or 20th
	Smart Tuition*	12	\$50	July 2018 through June 2019	5th or 20th

\*Smart Tuition provides tuition collection services for the school, with the ease of online, phone, or automatic payments. If you had a Smart Tuition account last year, it will be rolled over. If you are new to St Paul or to Smart Tuition, you can create an account at [www.enrollwithsmart.com](http://www.enrollwithsmart.com). St Paul's School ID is 11470.

**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 Tuesday, May 1, 2018.**

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

(over)



**St. Paul Catholic High School  
Financial Contract  
2018-2019 Academic Year**

**TUITION:**

- Tuition per student for the 2018-2019 academic year is \$10,975, tuition for the second child in the same family attending in the same year is \$8,975 and for the third child in the same family attending in the same year is \$5,975.
- 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 July 1, 2018, 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 Tuition offers the following methods of payment. See the Smart Tuition website for details regarding these payment options:
    - Automatic savings or checking withdrawal on the 5<sup>th</sup> or the 20<sup>th</sup> of the month.
    - Invoices sent by email, with payments due on the 5<sup>th</sup> or the 20<sup>th</sup> of the month. Payments can be made online, or by phone or mail.
  - 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 29, 2018**, 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.
  - American Express will not be accepted for tuition payment.
  - 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.**