



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

Financial Contract, 2019-2020 Academic Year

Responsible Party Name and Address: _____

Student Name: _____

Parish Affiliation (Parish, 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 Monday, July 1, 2019, 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
<input type="checkbox"/>	Blackbaud Smart Tuition*	2	\$20	July 2019, Jan 2020	5th or 20th
<input type="checkbox"/>	Direct to St Paul	2	\$50	July 2019, Jan 2020	1st
<input type="checkbox"/>	Blackbaud Smart Tuition*	4	\$45	Jul 2019, Oct 2019, Jan 2020, Apr 2020	5th or 20th
<input type="checkbox"/>	Direct to St Paul	4	\$75	Jul 2019, Oct 2019, Jan 2020, Apr 2020	1st
<input type="checkbox"/>	Blackbaud Smart Tuition*	10	\$45	July 2019 through April 2020	5th or 20th
<input type="checkbox"/>	Blackbaud Smart Tuition*	11	\$45	July 2019 through May 2020	5th or 20th
<input type="checkbox"/>	Blackbaud Smart Tuition*	12	\$45	July 2019 through June 2020	5th or 20th

*Blackbaud Smart Tuition provides tuition collection services for the school, with the ease of online, phone, or automatic payments. If you had a Blackbaud Smart Tuition account last year, it will be rolled over. If you are new to St Paul or to Blackbaud Smart Tuition, you can create an account at 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 Monday, April 15, 2019.

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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TUITION:

- Annual tuition per student for the 2019-2020 academic year is \$11,325, tuition for the second child in the same family attending in the same year is \$9,325 and for the third child or any more children in the same family attending in the same year is \$6,325.
- Books, i-pads, English IXL fee, Math IXL fee, 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, 2019, unless a payment plan is chosen.
- Refunds for student withdrawal will be made on the following basis: Twenty-five percent of the annual tuition 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. Refund requests must be made in writing within 30 days of withdrawal.
- **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 from selected towns for non-Bristol students for a fee of \$900 for the year. Additional siblings will be charged a rate of \$650 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.
- Blackbaud Smart Tuition provides tuition collection services for the school. See the Blackbaud Smart Tuition website for more details related to their services.
 - Tuition may be paid in semi-annual, quarterly, or monthly installments through Blackbaud Smart Tuition.
 - The Blackbaud Smart Tuition annual enrollment fee is **\$45** for all plans except the semi-annual payment plan, which has a **\$20** annual enrollment fee.
 - Blackbaud Smart Tuition offers the following methods of payment:
 - Automatic savings or checking withdrawal on the 5th or the 20th of the month.
 - Invoices sent by email, with payments due on the 5th or the 20th 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 Monday, July 1, 2019**, 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 \$40 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.**