



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

**Financial Contract, 2024-2025 Academic Year**

Responsible Party Name and Address: \_\_\_\_\_

Student Name: \_\_\_\_\_

Parish Affiliation (Parish, Town): \_\_\_\_\_

I will pay in full, directly to St. Paul Catholic High School. **Payment by check, money order or cash must be received by 3:00 p.m. on Thursday, June 27, 2024, to qualify for a 1% discount on the tuition portion of the invoice.** Tuition paid by credit or debit card does not qualify for the 1% discount.

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
	FACTS Management Company*	2	\$25	July 2024, Jan 2025	5th or 20th
	Direct to St Paul	2	\$50	July 2024, Jan 2025	1st
	FACTS Management Company*	4	\$55	Jul 2024, Oct 2024, Jan 2025, Apr 2025	5th or 20th
	Direct to St Paul	4	\$75	Jul 2024, Oct 2024, Jan 2025, Apr 2025	1st
	FACTS Management Company*	10	\$55	July 2024 through April 2025	5th or 20th
	FACTS Management Company*	12	\$55	July 2024 through June 2025	5th or 20th

\*FACTS Management Company will be providing tuition collection services for the school, with the ease of online, phone, or automatic payments. If you have a FACTS Grant & Aid login, you will use the same user ID and password to access FACTS Management Company.

**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, 2024.**

Please direct questions or concerns to Mrs. Elizabeth Gunn, Finance Office at 860-584-0911 ext. 428 or [egunn@spchs.com](mailto:egunn@spchs.com). Fax: 860-585-8815

**St. Paul Catholic High School**  
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**2024-2025 Academic Year**

**TUITION:**

- Annual tuition per student for the 2024-2025 academic year is \$12,975, tuition for the second child in the same family attending in the same year is \$10,975 and for the third child or any more children in the same family attending in the same year is \$7,975.
- 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, 2024, 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 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 in February/March.
- **Optional bus transportation** is provided from selected towns for non-Bristol students for the year.
- 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.
- FACTS Management Company will be providing tuition collection services for the school. See the FACTS Management Company website for more details related to their services.
  - Tuition may be paid in semi-annual, quarterly, or monthly installments through FACTS Management Company.
  - The FACTS Management Company annual enrollment fee is **\$55** for all plans except the semi-annual payment plan, which has a **\$25** annual enrollment fee.
  - FACTS Management Company offers the following methods of payment:
    - 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.
  - A **finance charge** of 1% per month will be charged on past due balances.
- For payments made directly to St. Paul:
  - If tuition is paid in full by check, money order or cash, **by 3:00 p.m. on Thursday, June 27, 2024**, a 1% 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. Tuition paid by credit or debit card does not qualify for the 1% discount.
  - 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.**