

## ST. ANN SCHOOL TUITION POLICY AGREEMENT

- TUITION RATES ARE PUBLISHED ON THE SCHOOL'S WEBSITE & AVAILABLE IN PRINT UPON REQUEST
- THE PSAS FINANCIAL AID APPLICATION MUST BE COMPLETED FOR A FAMILY TO BE ELIGIBLE FOR TUITION ASSISTANCE. THE STRICT DEADLINE FOR RE-REGISTERING FAMILIES IS MARCH 31. THE STRICT DEADLINE FOR NEWLY REGISTERING FAMILIES IS TWO WEEKS FROM RECEIPT OF THE PSAS PACKET.
- NO CHILD WILL BE ADMITTED TO CLASS AT THE BEGINNING OF A SCHOOL YEAR UNLESS THE TUITION BALANCE FROM THE PRIOR YEAR HAS BEEN PAID IN FULL AND THE CURRENT YEAR TUITION PAYMENTS FOR JULY AND AUGUST HAVE BEEN PAID.
- ALL FAMILIES ARE REQUIRED TO PAY THEIR TUITION THROUGH THE SMART TUITION MANAGEMENT SYSTEM, EITHER BY CREDIT CARD OR AUTOMATIC DRAFT FROM A CHECKING OR SAVINGS ACCOUNT.
- ALL TUITION PAYMENTS WILL BEGIN IN JULY AND END IN THEIR APRIL OR JUNE DEPENDING ON THE # OF PAYMENTS OPTION CHOSEN.
- FAMILIES WHO MISS PAYMENTS DUE TO INSUFFICIENT FUNDS, CLOSED ACCOUNTS OR INVALID/ CANCELLED/ EXPIRED CREDIT CARDS WILL BE CHARGED A MISSED PAYMENT FEE BY SMART AND ALSO MAY INCUR A FEE FROM THEIR OWN BANK. THE MISSED PAYMENT WILL BE AUTOMATICALLY REATTEMPTED BY SMART WITHIN 20 DAYS.
- ALL TUITION AMOUNTS ARE CONSIDERED SERIOUSLY DELINQUENT IF NOT PAID WITHIN 30 DAYS. IN THESE CASES, ST. ANN SCHOOL RESERVES THE RIGHT TO WITHHOLD A STUDENT'S REPORT CARD, DENY PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES AND FIELD TRIPS, AND/OR REMAIN OUT OF CLASS UNTIL THE BALANCE IS PAID IN FULL.
- IF AN ACCOUNT REMAINS PAST DUE FOR MORE THAN SIXTY DAYS, THE STUDENT(S) MAY BE ASKED TO LEAVE THE SCHOOL PERMANENTLY AFTER AN APPROPRIATE APPEALS PROCESS.
- FOR THOSE FAMILIES WHO HAVE A STUDENT GRADUATING FROM THE 8<sup>TH</sup> GRADE, ALL FINANCIAL OBLIGATIONS FOR THIS STUDENT, INCLUDING AFTER SCHOOL AND OTHER FEES, MUST BE PAID IN FULL BY JUNE 1 FOR THAT STUDENT TO ATTEND YEAR-END ACTIVITIES AND ANY GRADUATION EVENTS AND CEREMONIES.
- FAMILIES MUST GIVE AT LEAST 60 DAYS NOTICE FOR WITHDRAWAL FROM THE SCHOOL. FAILURE TO GIVE APPROPRIATE NOTICE WILL RESULT IN A PENALTY EQUIVALENT TO TWO MONTHS' TUITION.
- IF APPROPRIATE NOTICE IS GIVEN, ANY REFUND OF TUITION WILL BE PRORATED OVER THE NUMBER OF MONTHS THE STUDENT WAS IN ATTENDANCE.

*I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ST. ANN TUITION POLICY AND WITH MY OBLIGATION TO PAY MY CHILD(REN)'S TUITION IN FULL EACH MONTH ACCORDING TO THE PAYMENT OPTION I HAVE CHOSEN WITH THE SMART SYSTEM. I UNDERSTAND THAT IF I FAIL TO MEET MY TUITION OBLIGATION EACH MONTH, I WILL BE SUBJECT TO THE VARIOUS PENALTIES AS DESCRIBED IN THE ST. ANN TUITION POLICY UP TO AND INCLUDING REMOVE OF MY CHILD(REN) FROM ST. ANN SCHOOL. I ALSO UNDERSTAND THAT IF I DEFAULT ON MY OBLIGATION TO PAY THE APPROPRIATE TUITION, I AGREE TO PAY A FINANCE CHARGE OF 1 1/2% PER MONTH ON THE UNPAID BALANCE, COLLECTION COSTS AND REASONABLE ATTORNEY'S FEES.*

STUDENT NAMES \_\_\_\_\_

FINANCIALLY RESPONSIBLE PARENT/GUARDIAN:

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ DATE \_\_\_\_\_