

**SAINT OLAF CATHOLIC SCHOOL
2017-2018 POLICY and TUITION CONTRACT**

Parent Service Program

Each school year, families are asked to contribute in the form of service to Saint Olaf Catholic School. Involvement in the form of service hours is preferred, but in lieu of service, families may pay for each non-performed hour. Service hours must be completed prior to the last day of school. Each family is responsible for entering their service hours and for maintaining the family's service record. Service hours can be recorded weekly on the back of our weekly brown envelope. Please refer to the Parent-Student Handbook for service hour guidelines.

Program Textbooks

Students are responsible for the care of all textbooks, whether they are hardback books or consumable. All hardback textbooks must be covered. Students are responsible for damage that exceeds normal wear and tear and for all unreturned textbooks. Books are to be returned prior to the last day of class, at the end of the academic year, or as directed by faculty or staff.

Tuition and Fee Refunds

Students withdrawing from school on or before August 1st will receive a full refund of tuition & fees paid, less a \$200 administrative fee. After August 1st, portions of the contractually agreed amount and/or tuition & fees paid, may be refunded or dismissed in the event of absence, withdrawal or dismissal from school depending upon payment option selection. In all cases, fees are non-refundable after August 1st.

Tuition Assurance Policy (TAP)

If a Tuition Assurance Policy (TAP) is purchased, the withdrawing family's/student's financial obligation will be limited to a days attended pro-ration (days attended/180 days), plus the \$200.00 withdrawal administrative fee. If a tuition assurance plan is not selected/purchased, refunds are limited; tuition will be charged on a period-by-period basis rounded to the last day of the attended or registered quarter, plus the \$200.00 withdrawal administrative fee. In all cases, fees are non-refundable after August 1st. To request, please check & initial the appropriate box adjacent to your student's name on your Returning Student Registration form (or Payment Option Form for New Students). If you choose TAP, please enclose \$135.00 per student along with Registration.

Financial & Administrative Fees

Returned checks will be assessed a \$20.00 processing fee. In addition, you may be assessed late payment fees of at least \$50.00, student withdrawal administrative fees of \$200.00, and total and the billable amount adjusted by the school's finance registrar effective the following month.

Handbook Disclaimer

I acknowledge that I have read and have access to the Parent/Student Handbook for Saint Olaf Catholic School. I agree to abide by the policies and procedures contained herein. I acknowledge that the information contained herein is always subject to change, interpretation, and elimination by the administration in its sole discretion, without notice. I understand that any dispute regarding the interpretation of these policies is to be referred to the Superintendent of Catholic Schools, whose decision in such matters shall be final.

Contractual Understanding

It is understood by the undersigned parent(s) and/or guardian(s) that this contract is a legally binding agreement. Saint Olaf Catholic School agrees to provide educational services in consideration of the tuition and fees charged, and the parents and/or guardian agree to pay the tuition and fees, as set forth. **It is further understood and agreed that non-payment or late payment of tuition, fees, and other charges may result in one or more of the following consequences:** (1) a \$50.00 (per month per student) late fee, (2) exclusion from examinations (including finals), graduation ceremonies, and participation in activities, (3) a student's dismissal from school. In the event of non-payment, I (we) agree to pay all penalty related costs and all collection expenses including reasonable attorney fees and court costs.

All necessary forms, including this completed contract must be submitted to complete the enrollment process for the 2017-2018 school year. (Two signatures are required for split billing.)

Father/Guardian Name Print/Signature

Date

Mother/Guardian Name Print/Signature

Date

*Please Note: This contract must be returned by May 26, 2017 in order to complete the registration process and to avoid the \$100.00 late contract fee. For contracts not received by August 12, 2017, in addition to the \$100 late fee, your student will not be permitted to attend classes on Monday, August 15, 2017.