

SAINT OLAF CATHOLIC SCHOOL 2018-2019 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 Fees

Students withdrawing from school before July 1, 2018 will receive a full refund of tuition and fees paid, less a \$200 administrative fee. *After July 1, 2018 no portion of any paid tuition or tuition due will be refunded or cancelled in the event of absence, withdrawal, or dismissal from school.*

Financial & Administrative Fees

Returned checks will be assessed a \$20.00 processing fee.

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 2018-2019 school year. (Two signatures are required for split billing.)

Parent/Guardian Name Print/Signature

Date

Parent/Guardian Name Print/Signature

Date

**Please Note: This contract must be returned by May 25, 2018 in order to complete the registration process and to avoid the \$100.00 late contract fee. For contracts not received by August 6, 2018, in addition to the \$100 late fee, your student will not be permitted to attend classes on Monday, August 16, 2018.*