



# Sacred Heart Catholic School

4050 Hubbard Ave N., Robbinsdale, MN 55422 - Ph 763-537-1329

www.sacredheartschoolrobbinsdale.org



## 2019-2020 Continuous Enrollment Contract, K-8

Parent/Guardian Name(s): \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/Zip Code: \_\_\_\_\_  
 Parent/Guardian email(s): \_\_\_\_\_

Responsible billing party: \_\_\_\_\_  
 Additional billing party: \_\_\_\_\_  
 \_\_\_\_\_ Split billing: Tuition charges split between two parties

Student's Full Name	Grade in 2019/2020	Date of Birth

Tuition	Estimated Cost per Student	Tuition Per Child Grades K-8	Fundraising Per Child	*Technology Fee Grades K - 4	**Technology Fee Grades 5 – 8 (Paid by Aug. 28, 2019)
Standard Rate: First, Second and Third Child	\$7036	\$6280	\$300	\$125	\$225
*Active Parishioner Rate: First & Second Child	\$7036	\$4600	\$300	\$125	\$225
*Active Parishioner Rate: Third & Fourth Child	\$7036	\$4250	\$300	\$125	\$225

We encourage families to apply for a tuition scholarship and/or set up a meeting with our administration to discuss. We want to support your family in making a Catholic education affordable for your child(ren). Apply for a tuition scholarship on-line at [www.tuitionaid.com](http://www.tuitionaid.com) by 5/1/19. Please note: The timeline for AIM Higher and the Catholic Services Appeal Foundation scholarship varies each year. Please check with the school. A TADS processing fee will be charged. (Our school code: SP233640000)

Tuition Worksheet – Please complete this worksheet to determine your tuition/fees total	
1. <b>Registration Fee</b> –Returning families: \$50.00 per student. (# of students X \$50) New families – Registration Fee paid with New Family Registration Form: \$150.00	
2. <b>Tuition Amount</b> – Use the table above to determine tuition total.	
3. <b>Technology Fee – (Per Student): *\$125 per student (K-4) **\$225 per student (5-8)</b> Note: The technology must be paid by August 28, 2019.	
4. <b>Fundraising Fee (if paying in Advance) \$300.00/student</b> – Please add this fee to the worksheet total if you are paying the fundraising fee along with your tuition. If your child will be participating in fundraising, please enter nothing and proceed to the next line.) (# of students X \$300)	
5. <b>*Optional Tax-Deductible Contribution:</b> Preferred uses of contributions (check one or more) <input type="checkbox"/> Tuition Scholarship, <input type="checkbox"/> Endowment <input type="checkbox"/> Academic Enhancement <input type="checkbox"/> No Preference <input type="checkbox"/> Technology	
<b>Total obligation due for 2019/2020 School Year (add lines 1-5)</b>	
<b>Payment Options:</b> 1. <b>Pay in Full</b> by July 15, 2019 (Late fee of \$100 charged after August 15, 2019) 2. <b>Auto Withdrawal</b> through FACTS Tuition Management. <b>FACTS</b> charges a one-time processing fee of \$41 when you activate your account. <b>Please check the box how you will pay your tuition:</b>	<input type="checkbox"/> <b>Pay in Full by July 15, 2019</b>  <input type="checkbox"/> <b>FACTS</b> <b>(account set up by 5/15/19)</b>

For Office Use: Reg. Fee Rec'd \_\_\_\_\_ Ck # \_\_\_\_\_ Date: \_\_\_\_\_

**After the May 1, 2019 commitment date, the contract is binding and irrevocable. By signing above, I acknowledge that I have read that I understand, and will abide by the terms stated on this contract. I also agree that upon signing this contract I become liable for the tuition according to the terms of this agreement and that this obligation is unconditional. In the event that financial obligations are not met, I hereby authorize Sacred Heart Catholic School (hereinafter referred to as SHCS) to pursue collection of any unpaid balance and I am fully responsible for all expenses and cost of such action, including costs, disbursements and reasonable attorney fees. In the case of a split billing, all parties are responsible for the entire amount of the contract and all parties must sign this contract.**

### **Active Parishioner Rate**

Families who are active and contributing members of the parish community pay the Active Parishioner Rate in recognition of our parish's mission to support Catholic education for K-8 students. As tuition does not cover the full per student cost of education, it is important for fellow parishioners who support the school through parish offertory contributions and other parish ministries to see School Families participate in the wider parish community.

To qualify for the Active Parishioner Rate, SHCS families must: 1) be registered members of Sacred Heart Catholic Church, 2) regularly attend Sunday Mass at Sacred Heart Catholic Church (two times per month or more), 3) volunteer time and talent in parish ministries or events, and 4) support the work of the parish through traceable, unrestricted financial contributions (e.g., envelope offerings or electronic fund transfers). Families who do not qualify for the Active Parishioner Rate will pay the Standard Tuition Rate. We will assess a family's fulfillment of these expectations throughout the year.

Adult Offertory envelopes submitted, with or without a contribution, at Sunday Mass should be placed in the offertory basket for tracking purposes. This is one factor that is considered when determining whether the Standard Tuition Rate will apply. Participation in fundraising over and above the expected amount will also be taken into consideration in this evaluation. Please note that some area parishes support their parishioners by subsidizing the difference between the Active Parishioner Rate and the Standard Tuition Rate. Currently, St. Margaret Mary (Golden Valley) supports their families in this way. Check with your parish to see if you are eligible for help. All subsidy arrangements through other parishes are agreements between your family and your parish. You are responsible for any required application and compliance issues. In the event the subsidy is not funded, you are responsible for the entire amount of the contract.

### **Continuous Enrollment**

**This is a Continuous Enrollment Contract. The term of my student's Continuous Enrollment begins with this signed Enrollment agreement, and thereafter continues automatically for students in good standing through completion of grade 8 or until the official withdrawal procedures and contract termination is completed as stated herein. By signing and returning this contract to SHCS, the parties entering this contract acknowledge their contractual obligation and agree to pay the annual tuition as designated by the School plus any related fees in full.**

Notwithstanding the automatic re-enrollment of students in this Continuous Enrollment Contract, SHCS retains the right, and its sole determination, to terminate this Continuous Enrollment Contract and the student's enrollment or re-enrollment at any time. Families will be responsible for tuition according to the schedule set forth in the Cancellation and Withdrawal Process set forth below.

### **Cancellation and Withdrawal Process and Related Tuition payments**

**Enrollment for the next enrollment year will occur automatically and families will be responsible for tuition according to the Withdrawal schedule below, unless written notification of cancellation is provided to the principal prior to May 1.**

Terms of release from tuition payments and contractual obligations are as follows:

#### **Cancellation:**

- If notification of cancellation is received by SHCS prior to May 1, the student will not be enrolled at SHCS for the next enrollment year, and no tuition for the next enrollment year will be charged.

#### **Withdrawal:**

- Notification of withdrawal after May 1 but prior to July 15: tuition for the enrollment year will be charged at 25% of contract amount.

- Notification of withdrawal on or after July 15 but prior to December 1: tuition for the enrollment year will be charged 50% of contract amount.
- Notification of withdrawal on or after December 1: tuition for the current enrollment year will be charged at 100% of the contract amount.

The above schedule is effective, whether the withdrawal is for expulsion, dismissal, transfer, or otherwise. Under any withdrawal circumstances, the technology fee is non-refundable and will not be pro-rated.

**Payment Options: Check payment option requested. Fundraising fee may be added to the tuition that is due. Note: The Technology Fee must be paid by August 28, 2019.**

\_\_\_\_\_ Option 1: Ten monthly payments thru FACTS

\_\_\_\_\_ Option 2: Quarterly or bi-annual payments thru FACTS

\_\_\_\_\_ Option 3: Pay in full to SHCS by July 15<sup>th</sup>. Late fee charged after August 15<sup>th</sup>.

#### Tuition Account

Tuition and fees (with the exception of the technology fees) will be charged to the student tuition account through the SHCS FACTS account or paid in full by July 15, 2019. Late fee of \$100 will be charged after August 1, 2019.

#### Payment terms

Tuition and fees (with the exception of the technology fees) will be paid on a 10-month, quarterly, or annual basis. The technology fee will be due on or before August 28, 2019. Students in grades 5-8 will not receive their 1:1 device until the technology fee is paid. The initial payment plan elected will be in effect during the entire period of continuous enrollment unless a written request for a payment plan change is made to the principal and approved.

If the 10-month or quarterly payment plan is selected, tuition and fees (with the exception of the technology fees) must be paid through an EFT (Electronic Funds Transfer)/ACH (Automated Clearing House) arrangement. The banking information provided during the initial selection process will be utilized to process all payments during the entire period of continuous enrollment unless a written request for a banking change is made to the school office.

SHCS reserves the right to adjust annual tuition and fees (announced each January), and these adjustments will be covered by and will become part of this continuous enrollment contract. The annual registration fee will be billed to the student account on March 1<sup>st</sup> of each year. The annual registration fee is non-refundable and non-transferable.

#### **Agreement to be governed by Parent/Student Handbook Policies**

Parents/Guardians/Students agree to follow the policies and practices as described in the SHCS Parent/Student Handbook. The policies and procedures outlined in the handbook may be modified or amended at any time without notice, and nothing contained therein shall be deemed to constitute a contract with the school. Students and families who are not in compliance with school policies (behavior, attitude, or academic standards) or financial agreements may not be continually enrolled and may put their enrollment at risk. If tuition is unpaid at the end of any semester of continuous enrollment, SHCS reserves the right to prevent the above-named student from beginning the next semester.

#### **Delinquent Tuition**

If you cannot pay tuition on time, you must timely communicate with the administration in writing and maintain meaningful communication in an effort to resolve all outstanding tuition obligations. If tuition is delinquent, 1) your student may not receive an end of year report card; and/or 2) your student may not participate in graduation activities.

If tuition is delinquent, students will not be enrolled or begin a new school year unless acceptable arrangements are made for resolving any outstanding tuition PRIOR to the beginning of the new school year.

#### **Fundraising**

All students are required to participate in student fundraisers, unless you choose to pay fundraising with tuition. The fundraising fee is an obligation, which includes, but is not limited to participation in the Marathon, Wreath Sales, Read-a-thon, Spring Plant Sale, etc. Fundraising fees are due by April 10 of the applicable school year. After this date, any unpaid fundraising amounts will become part of the tuition responsibility and will be added in the month of May FACTS ACH payment.

**Other School Information**

**Parent Volunteer Commitment**

Volunteers are such an important and valued part of our SHCS community. We have many programs and events that are extremely successful based solely on the excellent work of our dedicated volunteers. There are many opportunities throughout our school year for our parents/guardians/friends to choose from.

Our requirement at SHCS is that all parent(s)/guardians volunteer 20 hours per family. To manage and track volunteer hours, we use a volunteer web site, called SignUp. Parents may sign up for a wide variety of activities that occur during the school day, evenings, or weekends. Events are posted monthly.

**Parents/Guardians:**

**What gifts, talents, skills, and hobbies would you enjoy sharing with SHCS?**

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**District 281 Bussing**

Robbinsdale School will only bus your child if you live within the selected SHCS bus zone designated by District 281. If your child needs bussing from a childcare provider that is within the SHCS District 281 bussing routes, please provide us with the name and address, and specify if this is for a.m., p.m. or both:

Provider Name and address:

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**Authorization for Disclosure of Information to Catholic Schools**

By signing this tuition contact, you agree that the School may, at its own discretion, disclose the name, mailing address, and email address of your student(s) to other Catholic schools within the Archdiocese of St. Paul and Minneapolis. You have the right to withdraw this consent for future disclosure at any time. Such withdrawal is not retroactive. Any withdrawal of this consent must be done in writing to the School Principal.

**Photo/Video Release**

Students at SHCS are periodically photographed or videotaped while taking part in a school activity for our Development and Recruitment Campaigns, and for other educational or promotional uses. Examples include: our school website or local newspapers, video etc. If you wish for your child NOT to be included, please check the line below. This permission will be in effect for one year from the date signed on this form.

\_\_\_\_\_ I do NOT give permission for my child's image to be used by the school in print and non-print publications for educational and promotional purposes while at SHCS.

**I have read the Continuous Enrollment Contract on pages 1-4 and agree to all the terms and conditions.**

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

