

**St. Boniface Parish School  
Tuition Policy Contract  
2009/2010 School Year**

The operation of St. Boniface Parish School is tuition based; therefore, parental financial obligations are crucial to its smooth operation. We believe that our tuition payments are an investment in your child's education and religious formation. The tuition and fees for St. Boniface Parish School are approved annually by our Finance Committee, Parish Council, Pastor and Administration. It is their responsibility to ensure that adequate financial resources are available for the school and that enrollment is available and as affordable as possible to all families.

The following policies are in effect for tuition and fees for the 2009/2010 school year, effective April 2, 2009:

**Tuition Payment**

There are four basic payment options to make tuition payments. All tuition payments are received and processed through Tuition Management Systems (TMS). TMS is contracted by St. Boniface Parish School for administering our tuition program. The tuition plans are as follows:

1. Full Payment (One Payment) – The entire Tuition is due on or before August 1<sup>st</sup>, 2009.
2. Semi-annual Payments (Two Payments) – One half of the tuition is due on or before August 1, 2009 and the other half is due January 4, 2010.
3. Quarterly Payments (Four Payments) – Quarterly payments are due on or before the 1<sup>st</sup> of the month beginning in August and continuing in November, February, and ending in May.
4. Monthly Payments – (10 payments) – Monthly payments are due on or before the 1<sup>st</sup> of the month beginning in August and ending in May.

All questions regarding invoicing and account status must first be discussed with TMS. Concerns regarding TMS should be directed to the Director of Administrative Services or the School Ministry Committee.

**Late Payments**

All payments are due on the first of the month as indicated in the payment plan. If payments are not received by the date due, a late fee will be assessed by TMS, per your contract with TMS. All families are responsible for meeting their tuition obligation to St. Boniface Parish School on a timely basis.

**Special Arrangements**

Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify the Principal, the Director of Administrative Services or the Pastor. The Pastor is the only

individual that has the authority to make any special arrangements and adjustments to your agreement.

### **Tuition Delinquency**

Any family who is more than one week late on a payment will be notified by TMS. TMS will notify the school, and at that time, the family's access to Webgrader will be immediately suspended until the account is brought back to current status according to their specific payment plan.

Any family whose account is not current at the end of each quarter and has not made formal arrangements to get their account current (see Late Payments above) will result in financial suspension beginning the first day of the new quarter. Under financial suspension, student(s) are not permitted to attend classes or participate in any extracurricular activities. Homework will be made available and it is the responsibility of the student/parents for the student to remain current in the studies and to complete all required course work. When financial suspension is imposed it remains in effect until all tuition and fees are paid in full. Once a family has reached the point of financial suspension, they will no longer be permitted to make payments under a payment plan, but will be expected to pay the balance of the outstanding tuition before returning to school. No official school records will be released for any student until all financial obligations are completed and all textbooks and sports uniforms are returned.

For the school year 2009-2010 the following dates will be used to determine delinquency at the end of the quarter:

Notice of Delinquency	First Day of Financial Suspension
One Week Before End of Qtr 1	First Day of 2 <sup>nd</sup> Qtr
One Week Before End of Qtr 2	First Day of 3 <sup>rd</sup> Qtr
One Week Before End of Qtr 3	First Day of 4 <sup>th</sup> Qtr
May 3, 2010	May 10 <sup>th</sup> , 2010

### **Previous balances:**

All tuition must be paid up by the end of the school year. No official school records will be released for any student until all financial obligations are completed and all textbooks and sports uniforms are returned. Any family whose is carrying a tuition balance from the previous year will result in the student(s) not being allowed to start school unless there have been formal arrangements made prior to the beginning of school (see Special Arrangements).

### **Early Withdrawal Tuition Policy**

For students who withdraw from St. Boniface Parish School either voluntarily or involuntarily during the school year, a prorated tuition refund will be issued based on a quarterly basis. Attendance in any partial or full quarter will be considered a full quarter for tuition purposes.

No official school records will be released for any student until all financial obligations are completed and all textbooks and sports uniforms are returned.

The following is a refund schedule for the 2009/2010 school year:

<b>Time of Withdrawal</b>	<b>Tuition Responsibility</b>
Before August 1	Registration Fee (\$225)
August 1 – August 31	15% of Annual Tuition
September 1 – End of 1 <sup>st</sup> Quarter	25% of Annual Tuition
During the 2 <sup>nd</sup> Quarter	50% of Annual Tuition
During the 3 <sup>rd</sup> Quarter	75% of Annual Tuition
During the 4 <sup>th</sup> Quarter	100% of Annual Tuition

### **Tuition Rates/Parish Membership**

The rates for non-parish members are double that of families that are members of St. Boniface Parish. In order to continue to receive the Parish Member rates for tuition, you must meet the minimum parish contribution rate by the start of the school year. If you have not met this requirement, your annual tuition dues will be re-invoiced by TMS to reflect the non-parish member rates and you will be responsible to pay the new amounts or your account will be considered delinquent.

### **Scrip and Market Day Credits**

Scrip and Market Day credits earned from July 1, 2008 thru June 30, 2009 will be credited to your account at TMS during the month of July 2009. After your credit has been applied, you will receive a new statement from TMS reflecting your adjusted payment schedule. Until you receive a new statement, you are responsible for the payment amount on your original statement.

I/We have read this agreement and expressly acknowledge St. Boniface Parish School Tuition and Fee Policy and are in agreement with all terms outlined in this agreement.

Agreement Confirmed:  
Parent/Guardian

School Official

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Signed \_\_\_\_\_

Date Signed \_\_\_\_\_