



2019–2020 TUITION CONTRACT

This agreement, dated _____, is made and entered into between Our Lady of Sorrows Catholic School (“OLS Catholic School”), a division of Our Lady of Sorrows Parish, and _____ (name), who is/are the: [check one] ____ parent(s) ____ guardian(s) ____ other [explain: _____] of the following students:

STUDENT’S NAME(S)	GENDER	DATE OF BIRTH	GRADE IN FALL 2019

Name of parish where you are registered: _____

Application Fee

1. Families must pay an application fee of \$150 per student, with a cap of \$450 per family. The application fee is not transferable to any other student and not applicable to tuition. It is nonrefundable unless space is not available and the student does not clear the waitlist.

Payment of Tuition

2. The undersigned agrees to pay tuition as set forth in the 2019–2020 Tuition Schedule attached as Appendix II. Families shall select a payment plan for tuition from among the options set forth in Appendix I and shall make payments in accordance with the plan.
3. If a tuition payment is forty-five (45) days overdue, the school may impose any or all of the following sanctions, at OLS Catholic School’s sole discretion, unless special payment arrangements have been made in writing and signed by the OLS Parish Business Administrator. Possible sanctions include, but are not limited to, assessing late fees, withholding academic records, excluding the student/s from the school, and filing a court action for unpaid tuition.
4. A family with an unpaid balance may not register for the 2019–2020 school year until all tuition and fees are paid in full, unless special payment arrangements have been made in writing and signed by the OLS Parish Business Administrator. School records, diplomas, or transcripts will not be released until all tuition and other charges have been paid in full.

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Tuition Refunds

5. If a student withdraws during the school year for any reason other than a request from OLS Catholic School or by mutual agreement, any remaining tuition through the end of the school year must be paid in full *unless* the OLS Parish Business Administrator agrees in writing to a refund. Tuition refunds will be processed according to the school's Admissions and Tuition Policy. Otherwise, there will be no refund, credit, or reduction for withdrawal, absences, vacations, snow days, illnesses, holidays, or relocation.
6. If a student is asked to withdraw from the school, the undersigned is responsible for the prorated annual tuition through the end of the quarter during which the student withdraws. Any tuition overpaid on a prorated basis will be refunded.
7. Prepaid tuition will be refunded in full only if written notice of withdrawal is made to OLS Catholic School no later than **August 1, 2019**.
8. If you withdraw from the preschool program before the first day of class, the first preschool tuition payment is nonrefundable.

General Terms and Conditions

9. The term and conditions of OLS Catholic School's Admissions and Tuition Policy are hereby incorporated into this agreement by reference.
10. It is further understood and agreed that the student and student's parents/guardians will comply with all requirements of the OLS Catholic School's Parent/Student Handbook. The handbook may be viewed at <http://school.olsorrows.com> under the Admissions tab. A hard copy of the handbook is also available from the school office.
11. Service hours: Families of students in full-time preschool through 8th grade must contribute 25 service hours during the school year. Families of part-time preschoolers must contribute 12 service hours during the school year. Family volunteering strengthens our community and reduces operating costs. Parents must log their service hours in SchoolSpeak, and families who fall short of the required hours will be billed \$250.
12. Returned checks: All returned checks will incur a fee of \$25. The school reserves the right to redeposit any returned check at its discretion. If two checks are returned for insufficient funds, OLS Catholic School will no longer accept personal checks, and future payments must be made in cash or by certified check or money order.
13. I/we understand that a place will be reserved for our student(s) only if space is available, the student is accepted, the enrollment process is completed, and the application fees are submitted with this agreement. I/we understand that enrollment for the 2019–2020 school year depends on the student's successful completion of the 2018–2019 school year.

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14. I/we understand that OLS Catholic School reserves the right to deny enrollment and/or expel a student at its discretion.

I/we, the undersigned, have read and understand the terms and conditions of this agreement for the enrollment of student/s for the 2019–2020 school year. I/we have read the Parent/Student Handbook and agree to comply with the policies of Our Lady of Sorrows Catholic School and the financial obligations as set forth in this agreement.

Signature of Parent/Legal Guardian/Other

Date _____

Address

Phone _____

Signature of Parent/Legal Guardian/Other

Date _____

Address

Phone _____

OUR LADY OF SORROWS

By: _____

Date: _____

Registration date _____ Application fee \$ _____ Tuition \$ _____ EFT Payment option 1 2 3

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APPENDIX I: PAYMENT PLAN OPTIONS

OLS Catholic School offers the following payment plans. Please choose any that apply:

OPTION 1 – PREPAID PAYMENT PLAN: The **full tuition amount**, as shown in Appendix II, is due by **June 28, 2019**. If payment is not received by the deadline, the tuition will increase to the next highest level.

OPTION 2 – MONTHLY PAYMENT PLAN AND/OR PRESCHOOL TUITION: An initial payment of 10% of the total tuition is due by **March 29, 2019**. An additional 10% is due during April, May, June, July, August, September, October, November, and December, with **100% of tuition due by December 31, 2019**.

OPTION 3 – ADJUSTED MONTHLY PAYMENT PLAN: Families who register after **March 29, 2019** shall make payments according to a monthly payment plan agreed to by the family and the OLS Parish Business Administrator, as set forth below:

For families choosing Option 2 or 3:

If 60% of tuition is not paid by the first day of school, OLS Catholic School reserves the right to preclude the student/s from attending classes until suitable arrangements are made with the OLS Parish Business Administrator.

If 100% of tuition is not paid by December 31, 2019, OLS Catholic School reserves the right to preclude the student/s from attending classes after January 1, 2020 until suitable arrangements are made with the OLS Parish Business Administrator.

Electronic Tuition Payments

OLS offers automatic tuition payments via electronic fund transfers (EFT). If you wish to pay electronically, please fill out the EFT authorization form.

Credit Card Payments

OLS can accept credit card payments; however, we do charge a 2% processing fee.