

ACADEMIC YEAR**2019 - 2020**

Our Lady of Fatima School
225 Danbury Road
Wilton, CT 06897
203-762-8100

Student Enrollment/Tuition Agreement Form

Please refer to the complete list of this academic year Tuition and Fees

A Note For Preschool Students

Our Preschool is a **5 – FULL DAY** program. We do, on occasion, have a family request fewer or shorter days and that can be accommodated. However, the cost is based on the staffing needed for 5-FULL DAYS and cannot be reduced for students attending alternate hours. Please notify the principal or director if you will be requesting alternate hours.

CHILD Name			
Please Check One	PK 3		PK 4

1. Insert and verify names and billing address below, making any necessary changes. Complete the information.

	Mother's Information	Father's Information
Name		
Home Address		
Home Phone		
Cell Phone		
Work Phone		
E-mail Address		

2. Please **PRINT clearly** or type the following information:

Student's Last Name	Student's First Name	Sex (M or F)	Date of Birth	Grade Enrolling For

3. Please select one of the following **Tuition Payment Plan** options from the list below. Please check **ONE**

Note: FACTS charges a convenience fee for paying by credit/debit card

<input type="checkbox"/>	A Payment-in-full by July 5th or 20th (FACTS Payment Date of Choice.) Full payment by check should be brought to the school office.
<input type="checkbox"/>	B Two equal payments through automatic electronic withdrawal from your bank in July and November , plus the current year (per family) FACTS Administrative Fee.
<input type="checkbox"/>	C Four equal payments through automatic electronic withdrawal from your bank account in July, October, January and April , plus the current year per family FACTS Administrative Fee.
<input type="checkbox"/>	D Ten monthly payments through automatic electronic withdrawal from your bank account starting in July and ending in April , plus the current year per family FACTS Administrative Fee.

(See Tuition Schedule For Current Year Fee)

- **BY SIGNING THIS ENROLLMENT/TUITION AGREEMENT FORM, I (WE) ACKNOWLEDGE THAT I (WE) HAVE READ AND AGREE TO THE TERMS AS PUT FORTH ON PAGE 2 OF THIS FORM.**
- **This enrollment/tuition agreement form and the \$ 50.00 per child registration fee (before March 15th for returning families) should be returned to the office. (After March 15th the registration fee for returning families will increase to \$ 200.00.)** This must be done right away so that you are officially registered. Returning families who already have a FACTS account should log in to confirm their information. New families that do not currently have a FACTS account need to go onto the FACTS site to set up an account. Note: FACTS will draw their fee within 2 weeks of finalization (usually early May). Link to FACTS: <https://online.factsmgt.com/signin/3JR9J>

PRINT Parent/Guardian Name(s)	Parent Guardian(s) Signature and Date

OUR LADY OF FATIMA SCHOOL Tuition Agreement

1. Families requesting financial aid must apply online at <https://factsmgmt.com/aid> no later than March 15. **Late applications will be considered to the extent financial aid funds are available after processing all on-time applications.**
2. No child will be admitted to class in the Fall unless the tuition balance from the prior year is paid in full. This includes ALL monies owed for after school programs as well.
3. All families **must enroll** with FACTS Management and indicate which method of tuition payment will be used for the new school year. Regardless of the plan selected, all tuition payments will begin in July and extend to April. The annual FACTS enrollment fee is waived for all families paying in full and is reduced for families who choose to enroll in a semi-annual plan. **All families must enroll in a payment plan through FACTS Management by May 1.** If you currently have an account with FACTS you can keep the same account. Go to the drop-down box and select new academic and then "set up payment plan". Be sure to note the grade that your child will be in **NEXT YEAR**.
4. **The link to FACTS is:** <https://online.factsmgmt.com/signin/3JR9J>
5. If a family elects to and pays their entire tuition bill in one payment by July 5th or 20th, the FACTS administrative fee is waived
6. If an electronic payment fails for insufficient funds, a Returned Payment Fee will be assessed by FACTS Management and your bank may assess additional fees. **The missed payment will be automatically reattempted within 15 days.** There is a 2.85% convenience fee for paying by credit/debit card.
7. All tuition accounts will be considered seriously delinquent if not paid after 30 days. Report Cards will be withheld for delinquent tuition accounts past 30 days.
8. If an account remains past due for more than sixty (60) days, the student may be asked to leave the school permanently until their account is paid. We reserve the right to send any delinquent account to an outside collection agency which may adversely affect your credit rating. No school academic records will be released until all financial obligations have been met.
9. Families are responsible for all attorney's fees and collection fees associated with recovering any defaulted balance.
10. For those families who have a student graduating from the 8th grade in June, all financial obligations including after school fees must be paid in full by May 1, for that student or any sibling in order to participate in any graduating ceremonies or field trips.
11. **Registration, H S A, and Technology Fees are Non-Refundable.**
If a family enters the school during the school year all these fees are due in full. These fees **cannot be prorated.**
12. **Tuition is Non-Refundable.**
In the event that we are unable to serve your child due to medical reasons, we will gladly refund the unused tuition after a note from your doctor is given to your school principal. If a family is relocated out of state or more than 30 miles from original address, refunds will be pro-rated based on the following:
Prior to November 1: 75% of Total Tuition;
November 1 – January 31: 50% of Total Tuition;
After February 1 : No Refunds

By signing this contract (on page 1), you agree to pay the tuition at the times and in the amounts set forth in the Student Enrollment Form (page 1 of this agreement) and to abide by all the terms and conditions described above.