



**SCHOOL CONTRACT 2021-2022**

LAST NAME \_\_\_\_\_ FATHER/FIRST \_\_\_\_\_ MOTHER/FIRST \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_

HOME PHONE \_\_\_\_\_ FATHER'S CELL \_\_\_\_\_ MOTHER'S CELL \_\_\_\_\_

FATHER'S E-MAIL \_\_\_\_\_ MOTHER'S E-MAIL \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_ STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_ STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_ STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

NAME OF PARISH: \_\_\_\_\_ PARISH ENVELOPE NUMBER: \_\_\_\_\_

**PART ONE: SCHOOL FEES (Please check all that apply. This fee is due with signed contract)**

- A. CURRICULUM FEE - KINDERGARTEN - 8th GRADE \$ \_\_\_\_\_ \$325 PER STUDENT
- B. JUNIOR KINDERGARTEN CURRICULUM FEE \$ \_\_\_\_\_ \$225 PER STUDENT
- C. OPTIONAL TUITION INSURANCE PLAN - SEE PART FOUR BELOW \$ \_\_\_\_\_ 3.4 % OF TUITION
- D. NEW FAMILY CAPITAL FEE (ONE TIME) \$ \_\_\_\_\_ \$500 PER NEW FAMILY

**TOTAL AMOUNT DUE WITH CONTRACT** \$ \_\_\_\_\_

**PART TWO: TUITION (Circle # of children who will attend this school year Jr. K through 8th Grade)**

	ONE <u>CHILD</u>	TWO <u>CHILDREN</u>	THREE <u>CHILDREN</u>	FOUR <u>CHILDREN</u>	FIVE <u>CHILDREN</u>	
CATHOLIC (See Part Five - F)	\$6,300	\$11,315	\$15,260	\$17,700	\$17,700	
NON-CATHOLIC	\$11,050	\$19,485	\$26,055	\$30,555	\$30,555	\$ _____ Tuition

**PART THREE: PAYMENT**

St. Edward Epiphany School does not send out bills or invoices. All tuition payments are made through FACTS Tuition Management.

Current Families will be re-enrolled with your existing payment plan. Notices will be sent in the spring with the option to make changes at that time.

New families should visit FACTS at [online.factsmgt.com/signin/3R3GD](http://online.factsmgt.com/signin/3R3GD) to set up a payment plan. Annual, semi-annual and monthly payment options are available.

**PART FOUR: Optional Tuition Insurance Plan (choose one)**

\_\_\_\_\_ I (We) wish to participate in the Tuition Refund Plan. The premium rate is 3.4% of the annual tuition. I (We) authorize the School to process and collect any claim payment to which I (We) am(are) entitled under the Tuition Refund Plan and credit it to my account, paying any excess to me. **(PLEASE ADD AMOUNT TO PART ONE.)**

\_\_\_\_\_ I (We) do not wish to participate in the Tuition Refund Plan. I (We) understand that no refund or cancellation of the yearly fees will be made by the School for absence, withdrawal or dismissal before the end of the school year and herewith agree to assume full responsibility for the full annual fees.

---

**PART FIVE- Contract Terms**

- A. **Payment Obligation:** I/We understand that the school has based its operating budget and tuition rates on this contract to send my child(ren) to St. Edward-Epiphany School and that my/our obligation to pay the tuition for the full academic year is unconditional and **no portion of such tuition and fees paid or outstanding will be refunded or canceled** in the event of absence, withdrawal, or dismissal from St. Edward-Epiphany School of any of the above named student(s). In the event of such separation from the school, the entire full year tuition balance becomes due and payable immediately. I/We understand that payments due or scheduled to be due shall be made to the School regardless of any temporary failure or delay in the performance of the School's duties or obligations caused by a force majeure, or an event beyond the School's reasonable control, such as an Act of God, pandemic, natural disaster or other major upheaval.
- B. **Delinquency:** A school account is considered delinquent if not paid within 10 business days of the due date. A late payment fee of 1.5% per month, or fraction of a month, may be charged on a delinquent account. The School reserves the right to exclude students from optional activities when accounts are more than 60 days past due. I/We agree to pay all tuition listed on this contract by the method indicated. In addition to all other legal remedies available to enforce this contract, I/we understand if payments are not made in a timely manner that my/our child(ren) may not be allowed to attend school and that academic records and grades (including report cards) may not be released. If this account is referred for collection, then the undersigned promises and agrees to pay all collection costs. It is understood that the school will withhold the transcript of the record or report card of any student whose account is in arrears.
- C. **The Tuition Refund Plan - Dewar:** In view of this obligation, I understand that the option to participate in the Tuition Refund Plan is being made available to me at this time to protect a portion of my yearly financial obligation and I am still responsible for the full tuition. The Tuition Refund Plan is a contract between the individual purchaser and a private, third-party vendor (Dewar), and is not affiliated with St. Edward-Epiphany School. I have received and read the enclosed brochure detailing the terms and conditions of coverage concerning this Plan. It is imperative that Part Five is completed for all students enrolled at SEES.
- D. **School Authority:** I/We agree to accept and cooperate fully with St. Edward-Epiphany School in routine matters of rules, regulations, and discipline. St. Edward-Epiphany School also reserves the right to suspend, dismiss, or deny enrollment to any student whose progress is unsatisfactory or whose conduct, general attitude, or habitual actions, or those of the parent(s) or guardian(s) are contrary to the interest of the school or in violation of the school's rules and regulations as stated in the school handbook, which may be amended from time to time.
- E. **Parent/Guardian Participation:** I/We acknowledge the existence of a Parent Involvement Program administered by the St. Edward-Epiphany Home School Association and I/we agree to complete and submit the Parent Involvement Program contract or choose to submit the Parent Involvement Fee and satisfy all requirements of said option. I/We acknowledge that there are expectations for students, parents, guardians or other responsible adults including, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.
- F. **Catholic Discount:** *I/We understand that in order to qualify for the Catholic Discount, I/we must verify registration in a Catholic Diocese of Richmond parish at least 30 days before the first tuition payment is due.* Furthermore, I/we understand that a Pastor will have to verify that the above named student has been baptized in the Catholic Church, regularly attends Mass and is a registered member of his/her parish.
- G. **Custody/Access:** In all custody situations, I/we agree to annually provide the School a copy of the most recent legal documentation affecting the student(s) and at any other time documentation is updated, amended, or modified. Unless School is provided a copy of a valid court order limiting or denying access to or involvement with student and/or student-related documents, the School may provide such access to a parent or legal guardian.
- H. **Expiration of Offer:** All contracts and school fees must be returned by March 1, 2021. If returned after March 1, 2021, the student will be (re)enrolled only if there is an available seat. For students enrolling after the March 1, 2021 deadline, all contracts and school fees must be returned within 2 weeks of the offer to guarantee a place for the 2021-2022 academic year.
- I. **Acknowledgment:** The undersigned have read this contract and understand the terms of this contract and agree to be bound by them.

Signature/Father or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature/Mother or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE READ AND RETURN THIS COPY SIGNED WITH PAYMENT. DEADLINE MARCH 1, 2021**