

Payment Preference Form School Year 11/12
New Family ___ Returning Family ___ (check one)

Parish Envelope # _____ Non Parish _____

PARENT/GUARDIAN'S NAME: _____

ADDRESS: _____ phone _____

CITY: _____ STATE: _____ ZIP: _____

STUDENT(S) NAME and GRADE _____

Email Address _____

Please check the payment plan and method you intend to use for the 2011/12 school year:

PAYMENT OPTIONS DIRECTLY TO HOLY SPIRIT PARISH OFFICE

____ **Payment in full:** Single payment due on or before Thursday, July 14, 2011

This payment can be cash, check, Visa, MasterCard, Discover or American Express paid through the Business Office at Holy Spirit Parish. Discount of \$100 will be offered only if payment is received by due date and on payments greater than \$2000.

____ **2 equal payments:** First payment due on or before Thursday, July 14, 2011.

Second payment is due Thursday, December 15, 2011. Discount of \$50 will be applied to the second payment if payments are received on time and if total tuition bill is greater than \$2000.

These payments can be cash, check, Visa, MasterCard, Discover or American Express paid through the Business Office at Holy Spirit Parish.

PAYMENT PLAN THROUGH FACTS.

____ **Monthly Payments** from your checking or savings account beginning August 2010. Come to the Parish Business Office for forms and information if you are signing up for FACTS for the first time or if you have a banking change. If you are a returning user, your account will be promoted with the same dates as the previous contract unless you inform us of a change. There will be some additional information coming about the FACTS program as they are updating their system. We will forward the information as we receive it. **There is a \$38 annual enrollment fee (this fee will be deducted from your account with the first monthly payment)**

I agree to make tuition payments for the 2011-12 school year according to the option I have selected above. I have read the school Tuition Policy regarding payment (see below or other side) and agree to abide by this policy. I can make changes to my preferred method of payment by contacting the Holy Spirit Business Office.

Responsible Party's Signature

Date

Please return this agreement to the Holy Spirit Parish Business Office or Holy Spirit Catholic School, 7243 E. 10th Street, with your registration fee and form.

Contact Suzanne McLaughlin or Kathy Peacock, 353-9404, option 4 for Business Office, for more information. All tuition payments need to be made in the Business Office to insure receipt and posting to tuition accounts. Please ask for a receipt of any cash payment! Email smclaughlin@holyspirit.cc or kpeacock@holyspirit.cc.

NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY

School families failing pay tuition according to the agreement which they have made with the Business Office or who have been unwilling to make suitable alternative arrangements with the parish will be informed that their child(ren) will not be re-admitted to our school. All Families must be current in their payment of tuition. We will not assign students to a classroom if their prior year tuition has not been paid by July 31. Your child will have to delay their start of school if tuition arrangements are not finalized.

If 1st month of tuition has not been paid or scheduled,
Students will not be admitted on the first day of school.

If tuition is delinquent as of October 22nd,
Students will not be readmitted after Fall Break.

If tuition is delinquent as of December 20th,
Students will not be readmitted on the first day of class in January.

If tuition is delinquent as of March 20th,
Students will not be readmitted on the first day of class following Spring Break.

If tuition is delinquent as of May 20th,
Students will not receive report cards and permanent records will not be released.

DELINQUENT TUITION FROM PREVIOUS YEARS

All previously unpaid tuition must be paid by July 31 if a student is to be readmitted the first day of class for a new school year. Payments are to be made directly to the Parish Business Office. If payment is not possible, suitable arrangements must be made with the Pastor and Parish Business Manager.

TUITION REFUNDS

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. After the first day of school, tuition refunds shall be prorated over the number of school days each student was enrolled. As always, registration fees are not refundable.

I have read and accept this tuition policy_____