

ST. AUGUSTINE SCHOOL
2010-2011
REGISTRATION INFORMATION
QUALIFICATIONS FOR REGISTRATION

1. Support the Philosophy and Mission of St. Augustine School adhering to all of its policies and procedures.
2. Make timely tuition payments as agreed upon with the school administration.
3. Become actively involved in the life of the school and parish by volunteering time and talent to school and parish functions. (St. Augustine School Service Credit Program)

	<u>TUITION</u>		
	<u>In Vicariate</u>	<u>Non-Contributing</u>	<u>Service Credit Fee</u>
<u>HALF DAY KINDERGARTEN:</u>	\$1,500.00	\$ 2,300.00	\$850.00 ((\$25 x 34 hrs.)
<u>FULL DAY KINDERGARTEN AND GRADE SCHOOL:</u>			
One Child:	\$2,900.00	\$ 4,300.00	
Two Children:	\$5,400.00	\$ 8,500.00	
Three Children:	\$7,900.00	\$12,700.00	
Every Additional Child	900.00	1,800.00	

<u>FEES PER STUDENT</u>	
Registration	\$ 55.00 (Non-refundable)
Materials	\$195.00
Computer Fee	\$ 15.00
Noon Supervision (Full day only)	\$ 65.00

The Service Credit Fee will not be billed if the service hour requirement is met.

**CONSIDERATION FOR “BLUE WATER VICARIATE CATHOLIC ELEMENTARY
SCHOOLS ACTIVE PARISHIONER” TUITION RATES**

Active Blue Water parishioners are eligible for an “Active Steward” tuition rate at Blue Water Catholic Schools. All Blue Water Vicariate parishes, working together, support Catholic elementary and high school education at our Vicariate schools. Therefore, all active Blue Water parishioners are eligible for the Active Steward rate at their chosen school.

Those described as an active parishioner of the Blue Water Vicariate is someone who is:

- Registered in their own name in a Blue Water Vicariate parish
- An envelope holder and is supporting the parish through time, talent and treasure
- Participating regularly in the Eucharist and the life of the parish community

The dynamic relationship of the parish and school will help guarantee the integrity and well being of our parish community and maintain our foundation roots as together we provide vision for the future. Membership will be evaluated based on one’s ongoing activity and commitment to a participating Blue Water parish. (In the case of St. Augustine Parish membership is evaluated on the calendar year.)

PAYMENT SCHEDULE

TO REGISTER, please complete, sign (must be signed by both parents), and return the attached family registration form, and tuition contract, with a deposit of \$55.00, per student.

REGISTRATION FEE IS NON-REFUNDABLE.

Tuition and/or other fees may be mailed to:

St. Augustine School
67901 Howard
Richmond, MI 48062

Or....placed in the basket in church (Clearly mark envelope “Tuition”)

Or....brought to the school office.

**ST. AUGUSTINE SCHOOL
FAMILY REGISTRATION
2010 - 2011**

Parent/Guardian: _____
Last Name First Name

Address: _____ City: _____ Zip: _____

Phone: _____ Cell: _____ Email (optional): _____

Returning to St. Augustine School? Yes ___ No ___ School District: _____

Are you a St. Augustine Parishioner? Please see attached sheet for consideration.

No: _____ Yes: _____ Envelope # _____

If not, are you a registered member of another Blue Water Vicariate Parish?

No: _____ Yes: _____ Name of Parish: _____

Envelope # _____

Registering for 2010 – 2011 School Year

If kindergarten... ___ ½ day OR ___ Full day

<u>Student's Name</u>	<u>Grade 2010 – 2011</u>	<u>Date of Birth</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please return this registration form, tuition contract, and a deposit of \$55.00, per student. (Registration fee is non-refundable). Thank-you.

In registering my child (ren) in St. Augustine School, I agree to...

- *support and adhere to all policies, procedures, and functions of the school.
- *become actively involved in the life of the school and parish by volunteering time and talent to school activities.

Registration form requires BOTH parents signature.

Signature of Father or Legal Guardian: _____

Signature of Mother or Legal Guardian: _____

**ST AUGUSTINE SCHOOL
TUITION CONTRACT
2010 – 2011**

This "Agreement" is made and entered into between St. Augustine Catholic School and

_____, who is/are the
(name)

(check one):

- Parent(s)
- Legal Guardian(s)
- Other (explain)

of the following Students:

<u>Name</u>	<u>Grade</u>
_____	("Student(s)")
_____	("Student(s)")
_____	("Student(s)")
_____	("Student(s)")
_____	("Student(s)")

(List all students by name and grade)

Payment of Tuition:

1. The undersigned agrees to pay tuition for the entire School Year (August through June) in the amount of _____ ("Tuition"). Parents shall select a payment plan for Tuition from among the options set forth in Appendix I ("Payment Plan"). All Tuition payments shall be made in accordance with the Payment Plan.
2. If a Tuition payment is forty-five (45) days overdue, the School may impose any or all of the following sanctions, at the School's sole discretion, unless special payment arrangements have been made in a writing signed by the School's principal or administration. Sanctioned actions include:
 - a. Assess late fees
 - b. Withholding Academic Records
 - c. Disallowing Student's participation in sports or other school activities
 - d. Withdrawing Student from class participation
 - e. Withdrawing Student from school.
 - f. Use a collection agency
 - g. File a claim in court
3. A Family with an unpaid balance for the current School Year may not register for the following School Year until the Tuition for the current School Year is paid in full, unless special payment arrangements have been made in a writing signed by School's principal or administrator. School records, diplomas or transcripts will not be released until all Tuition and other charges have been paid in full.

Refunds:

4. If the Student is withdrawn, for any reason other than request by School or mutual agreement, during the School Year, remaining Tuition through the end of the year must be paid in full unless the School principal or administrator agrees in writing to refund a portion of the remaining Tuition. Otherwise, there will be no refund, credit or reduction for withdrawal, absences, vacations, snow days, illnesses, holidays or moving.
5. If a Student is asked to leave or withdraw from the School, the undersigned is responsible for the prorated annual Tuition through the end of the month in which the Student withdraws.
6. Prepaid Tuition will be refunded in full only if cancellation is made, in writing to the School, within one day prior to the first day classes are scheduled to start.

General Terms and Conditions:

2010-2011 TUITION

	<u>In Vicariate</u>	<u>Non-Contributing</u>	<u>Service Credit Fee</u>
<u>HALF DAY KINDERGARTEN:</u>	\$1,500.00	\$ 2,300.00	\$850.00 ((\$25 x 34 hrs.)

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AND GRADE SCHOOL:**

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FEES PER STUDENT

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Noon Supervision (Full day only)	\$ 65.00

The Service Credit Fee will not be billed if the service hour requirement is met.

7. Prior to completing the registration process, payment of a non-refundable registration fee in the amount of \$ 55.00 ("Registration Fee") is required. The Registration Fee is non-refundable for any reason, including but not limited to, a denial of a Student's application.
8. The term and conditions of the School's enrollment and other policy information which may be provided to the Student are hereby incorporated into this Agreement by reference.
9. It is further understood, that the Student and Student's parents/guardians, will abide by the policies and guidelines as documented in the School handbook.
10. To qualify for IN-VICARIATE FAMILY TUITION RATES a family must be registered at a Parish within the Vicariate, worship regularly, participate in Parish activities, and participate in Parish/School fundraising.
11. Service hours — All families with Students enrolled in Kindergarten through 8th grade, are expected to participate in 30 credits of service by the final day of school. Those families who cannot participate in service credits have the option of buying their service credits at a rate of \$25.00 per credit. Any service credits not completed will be charged a \$25.00 per credit fee.
12. Returned checks: All returned checks will incur a fee of \$25.00 If two checks are returned for insufficient funds, School will no longer accept personal checks and you will be required to pay in cash or with a certified check from a local bank.
13. I/We understand that a place will be reserved for our Student(s) only if this form and the Deposit and Registration Fees are submitted with this Agreement. I/We understand that acceptance of enrollment depends on Student's successful completion of the current School Year and on full payment of all Tuition and fees for the current and/or prior School Years.
14. I/We understand that School reserves the right to deny enrollment and/or expel a Student whom it determines is unsuitable for enrollment.

I/We, the undersigned, have read and understand the Terms and Conditions of this Agreement, for the enrollment of Student for the 2010-11 School Year. I/We agree to abide by said Terms and Conditions and agree to fulfill the total financial obligation for payment of Tuition as set forth herein.

Signature of Parent/Legal Guardian/Other Date _____

Address Phone _____

Signature of Parent/Legal Guardian/Other Date _____

Address Phone _____

TUITION CONTRACT

Appendix I

PAYMENT PLAN ALTERNATIVES

The School offers the following Payment Plans. Please choose one:

OPTION 1 — SINGLE PAYMENT PLAN. The entire amount is due on before October 1, 2010. A 3% reduction in Tuition is offered to any Student paying in full by the due date, which discounted amount shall be \$_____. The discount will be forfeited if Tuition is not paid in full by the date set forth herein.

OPTION 2 – TWO PAYMENT PLAN. Tuition is paid in two installments. The first installment is due on or before October 1, 2010, and the second installment is due on or before February 1, 2011. A 1.5% reduction in Tuition is offered to any Student paying in full by the due date, which discounted amount shall be \$_____. The discount will be forfeited if Tuition is not paid in full by the date set forth herein.

OPTION 3 — MONTHLY PAYMENT PLAN Tuition is paid on monthly basis. Parents may sign a separate agreement if they pay in installments that are not equal monthly amounts.

OPTION 4 – CUSTOM PAYMENT PLAN Tuition payment schedule will be agreed upon by parents and the principal and a separate page detailing the agreement will be attached to the contract.

Please Note: If you select Option 1 or Option 2 and payment is not made by the due date, Tuition payments must then be made through the monthly plan.

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Richmond, MI 48062**

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Or...brought to the school office.