**Tuition Contract**

This agreement dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is made and entered into between Sandusky Central Catholic School (SCCS) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), who is/are the (check one):

\_\_\_\_\_\_\_\_\_\_ Parent(s)

\_\_\_\_\_\_\_\_\_\_ Legal Guardian(s)

\_\_\_\_\_\_\_\_\_\_ Other

of the following students, enrolled for the 2015-2016 school year:

Student 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_ Student 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_

Student 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_ Student 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ Please check if you elect to apply the Multi Student Grant to 2105-2016 tuition.

**Payment of Tuition:**

1. The undersigned agrees to pay tuition for the entire school year (beginning July through May) in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (tuition). Parents shall select a payment plan for tuition from among the options set forth below. All tuition payments shall be made in accordance with the payment plan.
2. If a tuition payment is thirty (30) days overdue, SCCS may impose any or all of the following sanctions; at the SCCS’ sole discretion, unless special payment arrangements have been made in a writing signed by the school’s principal or administrator. Sanctioned actions include:
	1. Assessing late fees
	2. Withholding academic records
	3. Disallowing student’s participation in sports or other school activities
	4. Withdrawing student from class participation
	5. Withdrawing student from school
	6. Using a collection agency
	7. Filing a claim in court
3. A family not current with a payment plan previously agreed upon with SCCS, 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:**

1. If the student is withdrawn, for any reason other than request by SCCS or mutual agreement, during the school year, remaining tuition through the end of the year must be paid in full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.
2. If a student is asked to leave or withdraw from SCCS, the undersigned is responsible for the prorated annual tuition through the end of the semester in which the student withdraws.
3. Prepaid tuition will be refunded in full only if cancellation is made, in writing to SCCS, within 60 days prior to the first day classes are scheduled to start.

**General Terms and Conditions:**

1. Prior to completing the registration process, payment of a non-refundable registration fee in the amount of $150.00 for 1-student; $275.00 for 2-students; $325.00 for 3-students is required. The registration fee is nonrefundable for any reason, including but not limited to, a denial of a student application, but the registrations fee will be credited toward the student’s final tuition payment.
2. The term and conditions of the SCCS enrollment and other policy information which may be provided to the student are hereby incorporated into this Agreement by reference.
3. It is further understood, that that student and student’s parents/guardians, will abide by the policies and guidelines as documented in the SCCS handbook.
4. Returned checks: All returned checks will incur a fee of $25.00. If two checks are returned for insufficient funds, SCCS will no longer accept personal checks and you will be required to pay in cash, with a certified check from a local bank, or through FACTS.
5. I/We understand that a place will be reserved for our student(s) only if this form and the registration fee 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.
6. I/We understand that SCCS 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 my/our student(s) for the 2015-2016 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**

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**Signature of Parent/Legal Guardian/Other Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address**

**I agree to pay the total amount due adhering to the following payment schedule: (You MUST choose one of the payment plans listed below.)**

**\_\_\_\_\_\_\_\_ Option 1 – Single Payment Plan:** I agree to pay the total tuition amount on or before Friday, June 25, 2015. Payment is payable to Sandusky Central Catholic School (SCCS).

**\_\_\_\_\_\_\_\_ Option 2 – FACTS Direct Withdraw:** I agree to pay the tuition amount in installments through FACTS beginning July, 2015 and ending May, 2016.

\_\_\_\_\_\_\_\_ **Option 3 – Direct Pay:** I agree to pay the tuition amount in monthly payments through check, cash or credit card directly to the SCCS Finance Office. If this payment option is not adhered to, you may be subject to sanctions as listed in paragraph #2 under the Payment of Tuition section above.