

St. Paul's Lutheran Grade School

Tuition Agreement Form

School Year: 2017-2018

- 2017-18 tuition schedule is listed on the bottom of this document.
- St. Paul's Lutheran Grade School strives to provide an environment conducive to worship, education, and service. It is the financial obligation of families to pay their tuition in a timely fashion.
- Tuition rates have been established to make Lutheran education affordable. Tuition rates do not cover the entire cost to educate a student. Our school is blessed by the support of the St. Paul's congregation as a whole. The congregation provides financial assistance (subsidy) to help fund school operations. Please note that member rates are intended for families who meet congregational membership criteria outlined in the Tuition Policy. School Administration reserves the right to adjust tuition rates (to "non-member rates") for families who do not meet or qualify for the member rate.
- Prompt payment of tuition is essential to the efficient operation of the school. In accordance with the Tuition Policy, School Administration maintains the right to withhold report cards and other official documentation and suspend extra-curricular activities in the event tuition accounts exceed two months in arrears.
- If a family finds itself financially unable to meet requirements set forth in the Tuition Policy due to difficulties or situations that may arise, please do not hesitate to contact School Administration. Tuition Assistance is available to those who meet eligibility requirements as outlined in the Tuition Policy.

TUITION RATES 2017-2018

Tuition is charged for each student attending St. Paul's Lutheran School. Rates for 2017-18 for are as follows:

Families from St. Paul's	\$1500 for the first two children in grades K-8 \$750 for each additional child
Families from the Community	\$2000 for the first two children in grades K-8 \$1250 for each additional child
Families from other WELS Cong.	\$4000 for the first two children in grades K-8 \$2000 for each additional child
Pre-Kindergarten (K4)	\$800 for the 2 morning program (\$1600 for full day) \$1200 for the 3 morning program (\$2400 for full day) \$1600 for the 5 morning program (\$3200 for full day)

ST. PAUL'S LUTHERAN SCHOOL TUITION POLICY

Introduction

The operation of our grade school is one of the major ministries of St. Paul's Lutheran Church. We believe that tuition payments are an investment in your child's education and the formation of their religious foundation. The following document provides information on policies that affect tuition & fees.

Tuition and Fees

Tuition is recommended by the Board of Education in cooperation with the school principal and approved by the Coordinating Council. Each year's tuition rates are sent to current and prospective families along with a registration form each spring.

Tuition rates are divided into three categories – (1) member, (2) other WELS, and (3) community. The member rate is for families who are confirmed members of St. Paul's Lutheran Church. The WELS rate is for families who are members of another WELS congregation that does not operate a Lutheran elementary school. The community rate applies to families who are not confirmed members of the congregation or of another WELS congregation. The following criteria must be met to receive the member tuition rate. Families must:

1. Be confirmed members of St. Paul's
2. Attend church services on a regular basis
3. Volunteer some work annually, according to age and circumstances
4. Use offering envelopes (physical or electronic) on a regular basis to provide financial support for all the church's ministries.

Tuition Rates and the Fee Schedule can be found on the Tuition Agreement form.

Tuition Payments

Tuition payments begin no later than September of each school year. St. Paul's School has an agreement with a tuition management company, FACTS. With this service, parents enroll and choose a payment plan. FACTS deducts the tuition payment from the family's financial institution and provides those funds to St. Paul's. The following payment terms are available:

1. **Full payment** (FACTS not required). With this option, the entire amount of tuition owed is paid on or before September 1 of the school year. Families with a balance after this date will be required to sign up for a payment plan outlined below, including any associated FACTS fee.
2. **Semester payments** (Additional FACTS Fee). Two equal payments (September and February)
3. **8 payments** (Additional FACTS Fee). Eight equal payments (September - April)
4. **10 payments** (Additional FACTS Fee). Ten equal monthly payments (August/September – May/June)

If desired, parents may also choose to make a payment at the beginning of the year and then schedule payments for the remaining balance using option 2, 3, or 4 above.

Tuition Assistance

Assistance is available to congregation members who would otherwise be unable to send their children to St. Paul's Lutheran School. The following criteria must be met to be considered for tuition assistance. Families must:

1. Be confirmed members of St. Paul's
2. Attend church services on a regular basis
3. Volunteer some work annually, according to age and circumstances
4. Use offertory envelopes (physical or electronic) on a regular basis to provide financial support

for all the church's ministries.

Families who wish to apply for tuition assistance can obtain an application from the school office. All required documentation must be submitted as a prerequisite for consideration. Submissions should be received by May 1 to be considered. Submissions received after May 1 may be subject to limited availability of assistance funds. Families will be informed of amount of aid by mid-June.

Late Fees and Payment Delinquency

For the sake of your family's peace of mind and the financial stability of our school, we encourage families to contact the Principal as soon as possible when they are anticipating economic difficulties.

Late Fees

Payments due dates are listed on the Tuition Agreement Form that every family signs as part of the registration process. Payments are electronically processed by FACTS Tuition Management. Any payment returned as non-sufficient funds (NSF), is subject to a \$30 FACTS fee.

Payment Delinquency

Any family whose tuition account falls two months in arrears and has not made alternative arrangements with the School Board President in writing, will have their student's report cards held and may be removed or restricted from all extracurricular activities (e.g. class trips, sports, or club activities). Official school records may be withheld until all financial obligations are completed.

Any eighth grade student with outstanding tuition or fees and has not made alternative arrangements with the School Board President in writing, may not be able to participate in eighth grade activities and/or graduation ceremonies until all financial obligations have been met. Official school records may be withheld until all financial obligations are completed.

In the event that a family account remains in arrears after June 30th, unless alternative arrangements have been made in writing and approved by the School Board President, the family will not be enrolled for the following school year. The family will be allowed to enroll after their financial obligations have been met. However, the student's ability to return will be contingent on space availability in the grade/class in which he or she would have otherwise been placed.

Refund Policy

Tuition

Any family that desires to withdraw their student(s) must notify the school in writing of their intentions as soon as possible. Families that have paid the entire year's tuition in advance and withdraw prior to the first day of school are refunded the amount of tuition paid for the current school year, minus a \$100 service fee. Any student that attends at least one day of class in a given month is charged for the entire month's tuition. After the first day of school, tuition is not refunded for that month, even if the student only attended one day of class. Refunds will be issued only for those months in which there was no attendance, providing an official request for transfer or withdrawal has been received in writing. Refunds are conducted in accordance with this policy regardless of circumstances or reason of withdrawal or removal of student from St. Paul's Lutheran School.

Other Fees

Fees charged due to non-sufficient funds and FACTS Tuition Management fees are non-refundable.

ST. PAUL'S LUTHERAN SCHOOL
TUITION AGREEMENT
2017-2018

Family _____

The total tuition for your family for 2017-2018 will be \$ _____

Please check the payment schedule that you will be following for the 2017-2018 school year.

- _____ Full payment of the tuition before the start of the school year.
- Payment is due by September 1, 2017
- _____ Half payment of the tuition at the start of each semester.
- First payment is due by September 1, 2017
 - Second payment is due during February 2018
- _____ Eight (8) payments through FACTS Tuition Management.
- Payments will run from September through April
- _____ Ten (10) payments through FACTS Tuition Management.
- Payments will run from August/September through May/June

Please notify the School Board if the checked schedule cannot be followed. Failure to make payment of tuition as scheduled may impact your child's continued enrollment at St. Paul's Lutheran School.

I've read the above material and agree to the terms of the tuition agreement:

Parent Signature

Date

