

Archbishop Bergan Catholic School

Finance Office
422 East 4th Street, Fremont, NE 68025
420-721-6611 – www.berganknights.org



THIS CONTRACT MUST BE RETURNED TO THE FINANCE OFFICE BY MARCH 1, 2018 WITH THE ENROLLMENT FEE.

Date: _____

Parent(s)/Guardian(s) Name _____

Address _____

City _____

State _____

Zip _____

Phone _____

Email _____

STUDENTS: **Please list oldest to youngest**

First and Last Name _____

Grade in 2018-2019 _____

18/19 Tuition _____

100%

100%

25%

Free

Free

*******DO NOT SUBMIT WITHOUT CIRCLING YOUR PAYMENT OPTION*******

2018-2019 Tuition Rates -

9th-12th Grade	\$4,805
7th-8th Grade	\$4,175
5th - 6th Grade	\$3,386
Kindergarten - 4th Grade	\$2,810
Pre-Kindergarten (Mon-Fri)	\$1,735
Preschool (M,W, F) AM or PM	\$1,100
Preschool (Tu, Th) AM or PM	\$940

Payment Options -

Option 1: Single payment due July 10, 2018

Option 2: Bi-annual payments due July 10, 2018 and January 10, 2019

Option 3: F.A.C.T.S monthly payment plan. Payments can be budgeted over 12 months beginning in July 2018. There is a \$43.00 annual fee, which is added to your tuition total. F.A.C.T.S has the option of paying with checking, savings, or credit/debit card. You **MUST** be enrolled with automatic withdrawal by June 30th.

There is a \$30 per month late fee assessed per option.

FINANCIAL ASSISTANCE REQUESTS

Forms to apply for financial assistance **MUST** be received by the Finance Office by March 1st with the most recent tax return form to be considered for any scholarship opportunities. The 2017 tax return must be in the Finance Office by April 20th.

Sign if you will be submitting a request for financial assistance.

Please be aware your enrollment maybe withheld pending approval.

Sign if requesting assistance _____

FINANCIAL RESPONSIBILITY

I/We hereby acknowledge financial obligation for the above named student(s) at Archbishop Bergan Catholic School for the 2018-2019 school year.

I/We attest that I am/we are the person(s) responsible for paying the tuition and fees as indicated above

I/We understand that account delinquency may result in the holding of schedules, grades, and transcripts and the forfeiture of graduation and/or future enrollment.

Please include your enrollment fee(s) see reverse for more information. All enrollment fees are non- refundable.

ALL Fees must accompany this contract by March 1, 2018. **(After March 1st Family Enrollment Fee is \$125.)**

Signature of Parent/Guardian _____

Date: _____

How to compute tuition rates for your family:

Student 1 (highest grade enrolled) is 100 % tuition rate.

Student 2 (second highest grade enrolled) is 100% tuition rate.

Student 3 (third highest grade enrolled) is 25%

In order to make tuition more affordable for large families, tuition will be covered by the parish for students 4, 5 or more.

This discount does not include Prekindergarten, Preschool and child care programs.

A. PAYMENT OPTIONS:

1. One annual payment due July 10th
2. Two bi-annual payments due July 10th and January 10th
3. Twelve monthly payments due July 5th or 20th - June 5th or 20th

All monthly tuition payments are made at
online.factsmgt.com/signin/3G978

A \$43.00 fee will be assessed for using the monthly option through FACTS.

B. TUITION ASSISTANCE

Tuition assistance is available. Families are advised to contact the Finance Department. Applications will be available to students starting in February. If you want to be considered for tuition assistance the application must be completed by March 1st. The current tax year return must be in the Finance Office by April 20th to ensure consideration.

C. \$CRIP REBATE

USE THE \$CRIP REBATE PROGRAM TO EARN TUITION CREDITS ON YOUR ACCOUNT. This program gives parents access to gift cards from a variety of stores and restaurants. Orders can be placed by email, at the church (before or after weekend Mass), or at the Parish Office (during weekday office hours). Use \$crip for everyday purchases: groceries, clothes shopping, holiday shopping, home repairs, etc.

D. ENROLLMENT FEES

ALL families with students PreK-12 must submit a \$100 nonrefundable family enrollment fee. Enrollment forms and fees must be completed in order to reserve a place in the class. In the event that a class is filled, non-enrolled students or students whose enrollment fee is unpaid will not be guaranteed placement. Enrollment is not complete until the fee is paid.

D1. PRESCHOOL ONLY ENROLLMENT

ALL Preschool students enrolling in Archbishop Bergan Catholic School must submit a \$30 nonrefundable enrollment fee. If you also have students enrolling in the Elementary, Middle or High School there is an additional \$100 family enrollment fee.

E. DELINQUENT TUITION ACCOUNTS

Accounts are considered delinquent after the last working day of the month. In case of insufficient funds or credit card denial, your FACTS account will be charged \$30.00. If a family is unable to meet its financial obligations, the matter must be discussed promptly with the Finance Department.

*MasterCard & Visa payments will be assessed fees

*Accounts that remain delinquent past 60 days will result in termination of access to Sycamore until the account is brought current.

*In the event a family on payment plan #3 becomes more than 60 days delinquent, report cards will be held until the account is made current.

*Accounts that remain delinquent past 90 days are considered to be in default of contract and may be turned over to an attorney or collection agency for final resolution. Any additional expenses incurred as a result of the collection will become the responsibility of the parent or guardian.

*Students can be dismissed from school if parents do not meet financial obligations as detailed in this tuition contract.

*Re-enrollment will not be accepted for any student whose tuition account is two or more months past the due date.

*No student will be placed on a class list for the upcoming school year nor will records be released for any student whose tuition account is not up to date.

* Enrollment fees are considered non-refundable unless Archbishop Bergan Catholic School is not able to place the student, or a family relocates out of the area prior to the beginning of the school year. Enrollment Fees may be applied to delinquent tuition accounts.

*Upon acceptance of a student by Archbishop Bergan Catholic School and execution of a tuition contract, the full year's tuition shall be considered payable and nonrefundable. If a student should leave Archbishop Bergan Catholic School for any reason during the school year, other than moving out of the area, Archbishop Bergan Catholic School may at their discretion, refund tuition based upon the following schedule:

E. REFUND POLICY

Date of Departure From Beginning of School Academic Year	% of Tuition Refunded
Prior to beginning of school year - 100% less nonrefundable registration fee	
1-47 calendar days (1st Qtr)	75%
47-92 calendar days (2nd Qtr)	50%
93-153 calendar days (3rd Qtr)	25%
After 153 calendar days	0%

All tuition refunds are contingent upon Archbishop Bergan Catholic School receiving 30 days' notice prior to the student's actual departure date and the refund amount will be determined based on the actual departure date.

*Report cards and student records (including test scores and transcripts) will not be distributed to students whose accounts are not paid by the end of the year. ***The school reserves the right to withhold all student records (with the exception of Health Records) until past due accounts have been paid in full.***

*Since individual student accounts are invoiced on a family basis, these policies will affect each child in the family (If a transferring student leaves a balance due, any siblings will not be admitted to school until the transferred student's balance is paid in full.)

FOR OFFICE USE ONLY:

Date Received in Finance Office: _____

Enrollment Fee

Paid \$ _____

Cash

Check