

St. Timothy's Lutheran School
5100 Camden Ave., San Jose, CA 95124
Phone: (408) 265-0244 Fax: (408) 265-0275

**Enrollment Contract for 2015-2016 School Year
& Year-Round Preschool**

We believe your tuition payments are an investment in your child's education and religious formation. Therefore, the School Board takes great care in setting the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Board to insure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families. This contract is effective July 1st and tuition payments begin August 1st.

TUITION PAYMENT

The following will be effective immediately:

1. Families, who have multiple children enrolled in the school, shall receive a 10% discount for second child and a 15% discount for third child.
2. All families will be expected to make tuition payments according to one of the offered payment plans. Each family is required to enroll with FACTS Management. **Each family will be required to enroll on-line unless your child(ren) were enroll at St. Timothy's last year and your banking information is already on file. Note, if you paid last years tuition in full in August you may need to get your account set up online. If you do not have the ability to enroll on-line, please contact the school bookkeeper for assistance. FACTS Management will send out a confirmation letter in June/July with your tuition details.** Your child(ren) will **NOT** be considered enrolled at St. Timothy's until you have completed the FACTS online registration.
3. No make-up days or adjustment to contracted schedule are permitted for absences due to sickness or personal reasons.

Please Initial

Options for payment shall include:

1. Full Payment: Under this plan, the entire amount of tuition is paid on or before August 1st to FACTS Management. Families will receive a tuition reduction equal to a \$200 discount for each elementary student and/or \$100 for each preschool student.
2. Monthly Payment: Under this plan, the entire amount of tuition is paid monthly over a ten (10) month period or (12) months for year round preschool students beginning August 1, 2015 through the FACTS Tuition Management Plan.
3. Automatic Withdrawal: This plan is an automatic payment plan made through your checking or savings account.
4. Credit Card: Each monthly payment along with a 2.5% convenience fee will be automatically charged on either the 5th or the 20th of each month. All credit cards are accepted with the exception of VISA.
5. Families that were enrolled in a budget plan with FACTS in the previous school year will be automatically re-enrolled with the account information that is on file. If you wish to use a different account please let the bookkeeper know by July 1st. If you paid your account in full the previous school year you will need to go on FACTS and set up your payment information.

Please Initial

DAYCARE

- A. **Contracted Daycare:** Is for families that used Daycare on a regular basis and is added to your tuition payment.

Please initial whether you will decline or accept contracted daycare. ____ decline ____ accept (must complete Daycare contract.)

- B. **Drop-In Daycare:** Is available and will be billed on a monthly basis at a rate of \$10.00 per hour. If a child is not picked-up by 6:00PM, an additional \$1 per minute after 6:00PM will be charged. FACTS will send an invoice for any drop-in daycare used. This invoice will state when these charges will be deducted from the bank account you have on file.

Please Initial

LATE REGISTRATION

- A. Families registering after August 1st shall be expected to fulfill their tuition obligation according to the tuition policy stated above.
- B. Tuition for students registering on or after the first day of school shall be calculated based on the number of months remaining in the school year. If a child starts before the 15th of the month, a full month's tuition will be charged. If a child starts after the 15th of the month, a ½ months tuition will be charged.

LATE PAYMENTS

It shall be the responsibility of each school family to keep the School Bookkeeper informed of their need to make any changes in the preferred tuition plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

1. Full Payment: If payment is not received on or before August 1st, the discount rate of tuition will not apply. When full payment has not been made by August 1, the family will be contacted by FACTS and alternative tuition payment options will be offered.
2. Monthly Payment: School families who choose the ten (10) month payment plan or twelve (12) month preschool plan and miss a payment due to insufficient funds will be assessed a \$30 missed payment fee by FACTS, a \$30 fee by St. Timothy's School and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 20 days. In addition, school families who have missed two (2) monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be readmitted to school according to the specifications of this policy.

NON-ADMISSION OF STUDENTS DUE TO TUITION DELIQUENCY

School families failing to pay tuition according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements with the school will be informed that their child(ren) will not be readmitted to our school. All families must be current in their payment of tuition. If tuition is delinquent as of the 1st day of school: Students will not be admitted on the first day of school.

DELINQUENT TUITION FROM PREVIOUS YEAR(S)

All previous unpaid tuition must be paid by August 1, 2015 if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school. If payment is not possible, suitable arrangements must be made with the School Bookkeeper.

TUITION REFUNDS

Withdrawing your student before July 1, 2015 will automatically cancel this contract. After July 1, 2015, you will be charged the following month's payment. Withdrawing a preschool student that is not potty trained, as required for enrollment, ten days prior to the start of school automatically cancels this contract. After that date, you will be charged the following month's payment. Requests for exceptions to this policy must be in writing addressed to the School Board. _____ Please initial

OTHER FEES

A Registration Fee is due at the time of registration into St. Timothy's Lutheran School. **This is a non-refundable fee.** If you request a change in your contract, you will be charged \$25 for the first change, \$50 for the second change, and each change after that \$50 will be added to the previous amount i.e. third change \$100, fourth change \$150, etc. A \$75.00 Evaluation Fee for new students is charged and due with the application. For 5th graders only, a \$350.00 Science Camp fee is due prior to going to camp. Fundraisers are done to reduce the cost of the Science Fee.

SCRIP

Families will be required to purchase \$500.00 of scrip. Families may do this anytime during the year. If a family has not purchased the mandatory scrip of \$500.00 by May 31, 2016, a bill will be issued. Families may elect to "buy-out" at 20% = \$100.00 per family.

VOLUNTEER HOURS

Each family will be required to do volunteer hours as follows: 20 hours per elementary family (JK-5th) and 15 hours per preschool family. Families may elect to "buy-out" at \$40.00 per hours or \$800.00 for elementary family and \$600 for preschool family.

UNPAID FEES

Unpaid fees include but are not limited to daycare, scrip buyout and volunteer buy-out. If a family has any unpaid fees as of May 31, 2016, those fees will be added to families May tuition payment. The bookkeeper will inform those families what fees will be added and what their May tuition payment will be so that the family can plan accordingly.

_____ Please initial

I understand that in signing this Enrollment Contract, I am agreeing to accept the rules and regulations of St. Timothy's Lutheran School as stated in the current Parent-Student Handbook and the statements as referred to above, I (we) understand and agree to the terms of this contract.

Are you a member of St. Timothy's Church? YES NO

Parent Name (Please Print)

Parent Signature (Financially Responsible)

Parent Name (Please Print)

Parent Signature

Child/Children's Name/s (Please Print)

Date