

# St. Agnes School



## Student Admission and Parent Responsibility Agreement Academic Year 2023-24

Family Name: \_\_\_\_\_

Family Total Tuition: \_\_\_\_\_

\_\_\_\_\_ St. Agnes School \_\_\_\_\_ is a parish school in the Diocese of Oakland under the authority of the Bishop of Oakland. We educate our students within the tenets and tradition of the Catholic faith under the direct leadership and support of our pastor. As the parent, guardian, grandparent or other legally responsible party for your student(s), you are agreeing to enroll in our parish school subject to the terms and conditions of this agreement.

### Student Admission

The following students are admitted for the 2023-24 academic year:

| <u>Family Name</u> | <u>First Name</u> | <u>Entering Grade</u> |
|--------------------|-------------------|-----------------------|
| _____              | _____             | _____                 |
| _____              | _____             | _____                 |
| _____              | _____             | _____                 |

All students are subject to the policies and procedures of the student handbook. In addition, all new students are accepted on a probationary status for the first year.

Please initial all the following:

### Legal Responsibility

\_\_\_\_\_ In consideration of admitting the student(s) for the 2023-24 academic year, it is the responsibility of the legally responsible party to pay the following fees and participate in the school community on the following terms and conditions:

### Registration Fees

\_\_\_\_\_ Our acceptance of your registration fee confirms the student's enrollment and covers the administrative costs of the acceptance procedures, the Diocesan fees and costs, and other fees and costs that may be listed on the attached Registration Fee schedule. The registration fee is nonrefundable. The registration fee is \$-500.00—per student \_x\_ family. This agreement must be signed and returned and the registration fee must be paid on or before May 23, 2023 delinquent by June 1<sup>st</sup>.

### Tuition

\_\_\_\_\_ If you have applied for tuition assistance or other financial aid, this agreement is contingent upon your grant and acceptance of tuition assistance or financial aid.

\_\_\_\_\_ The tuition fee supports the basic costs of educating your child but does not cover the entire cost. Our tuition schedule for the 2023-24 academic year is:

**2023-24 Tuition Schedule**

(Please complete & initial each section where required)

| <u>Number of Children</u> | <u>Tuition Rate</u> |
|---------------------------|---------------------|
| _____                     | \$ _____            |
| _____                     | \$ _____            |
| _____                     | \$ _____            |
| _____                     | \$ _____            |

Tuition may be paid in one of three plans and may be paid in advance with no prepayment penalty. Please initial your selection of a tuition plan.

\_\_\_\_\_ in full before \_\_\_\_\_;

\_\_\_\_\_ in three equal installments on \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_; or,

\_\_\_\_\_ in equal installments by direct electronic transfer from your checking or savings account beginning on \_\_\_\_\_ and ending on \_\_\_\_\_. (Please note that for this option you must either (i) submit a separate electronic payment authorization or (ii) register with the authorized on-line tuition payment and management service that we may designate such as FACTS Management Company or Smart Tuition.)

Tuition payments made more than 10 days following the due date, or tuition payments returned for insufficient funds, will be charged a \$ 35.00 late fee to offset the costs of collection and may require pastor approval for the student to remain in our school. Unpaid tuition from a prior school year will block student registration for the current school year. Unpaid tuition from the current school year will block issuance of the student’s final report card. Unpaid 8<sup>th</sup> grade tuition may be reported as a credit risk to the Diocesan high school that the student may wish to attend and will block the student from participating in graduation ceremonies.

Because it is often not possible to replace departing students with mid-year admissions, enrolling a child in our school commits the parents to pay the full annual tuition regardless of whether the student voluntarily or involuntarily departs from our school.

**Optional Provisions (Applicable if Checked)**

\_\_\_\_\_ Classroom fees cover the special costs of services, supplies or activities that are unique to each grade and that are not covered by tuition. Classroom fees may include art supplies, field trips or access to technology resources in accordance with the attached schedule. Classroom fees are nonrefundable must be paid before ~~July 15, 2024~~.

\_\_\_\_\_ The parent organization actively works to supplement tuition by supporting the basic costs of educating your child through volunteer services and fundraising activities. This is an important part of the school community. All families are required to join and actively participate in the parent

organization. The parent organization annual membership fee is \$ 35.00 per family. The parent organization membership fee is nonrefundable and must be paid before July 15, 2024.

     Each family is required to volunteer a minimum of 30 service hours per academic year to the parent organization activities. These volunteer hours directly reduce the school's operating costs by eliminating the need for additional paid staff. Family volunteer hours must be coordinated through the parent organization and must be completed before May 1, 2024. For any required service hours not worked, the family will be charged a service hour fee of \$ 50.00 per hour. The service hour fee must be paid before June 1, 2024.

     Each family is also required to participate in the parent organization annual fundraising activities. These fundraising activities directly reduce the tuition rate by supplementing the school's operating budget. Each family is required to donate a minimum of \$ NA to the parent organization fundraising activities in accordance with the attached schedule.

     Each family is also required to participate in the SCRIP charitable rebate program or pay a tuition assessment in accordance with the attached schedule. SCRIP provides merchant rebates to the school to supplement the school's operating budget every time a family purchases goods or services from a SCRIP participating grocery store, restaurant, gas station or other store or service provider. The Scrip rebate purchase must be completed before May 1, 2024. The SCRIP tuition assessment must be paid before June 1, 2024.

### **Mandatory Meetings**

     Open communication between the parish, the school and the parents is important to the process of educating the student. Mandatory meetings may include back to school night, and parent-teacher conferences. We will send frequent notices and announcements home with the student, but from time to time we require the parent to meet with us at the parish or school on the dates set forth in the attached schedule.

### **General Terms**

     This agreement and the attached schedules are a binding and enforceable legal contract. By signing this agreement and paying the Registration Fee, you are agreeing to enroll in our school and to pay the tuition and fees and participate in the school community as described in this agreement.

     This agreement shall be interpreted according to its fair meaning and neither for or against any party by virtue of authorship. In the event that any provision of this agreement is determined to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this agreement shall remain enforceable according to its terms and the void or unenforceable provision shall be interpreted and enforced so as to achieve the intent of the parties in accordance with applicable law.

     No course of dealing, or failure or failures to enforce any term or condition of this agreement shall constitute a waiver of such term or condition, or the right of the parish or school to avail itself of any remedies. This agreement may not be modified or amended except by a writing signed by the responsible parent and the pastor or principal.

**Acceptance:**

Signature of Responsible Party

Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

Legal Relationship: \_\_\_\_\_

Date: \_\_\_\_\_

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For Audit and Internal Use Only:

Signature \_\_\_\_\_

Principal Name: \_\_\_\_\_

Date: \_\_\_\_\_