

**FINANCIAL CONTRACT
 2010-2011 School Year
 Preschool thru 8 grades**

Please complete this form and return it to the Parish office upon registration. The information from this form is used to enter the family into the school program. Information contained herein will not be shared or distributed to third parties and will remain in the student's confidential file. **A SIGNED FINANCIAL CONTRACT MUST BE ON FILE PRIOR TO THE STUDENT (S) BEING ALLOWED IN THE CLASSROOM.**

Family Name: _____
 Address: _____

Father's Name: _____ Date of birth: _____
 Social Security #: _____ Occupation: _____
 Place of Employment: _____
 Home Phone: _____ Work: _____ Mobile: _____

Mother's Name: _____ Date of birth: _____
 Social Security #: _____ Occupation: _____
 Place of Employment: _____
 Home Phone: _____ Work: _____ Mobile: _____

Child's Name (First, Middle Initial, Last)	Grade level 2010-2011
_____	_____
_____	_____
_____	_____
_____	_____

TERMS OF FINANCIAL CONTRACT

Registration Fees – Non Refundable

Up to May 3, 2010	\$40 for returning families (per family fee)
Up to May 3, 2010	\$45 for new families (per family fee)
After May 3, 2010	\$50 per family

Additional Fees:

Preschool Supply fee (applies to 3 and 4 year programs): \$30.00

In addition to tuition, all St. Bridget students in grades K-8 are required to pay the following fees. These fees are due on or before July 1, 2010.

Playground	\$20.00	Art Fee	\$15.00
Activity Fee	\$25.00	Science	\$10.00
Technology Fee	\$30.00	Textbooks	\$150.00
Total book and Activity fees	\$250.00		

Graduation fee for all 8th graders \$50.00

Discounts Available:

Diocesan Financial Assistance – Must apply by February 19, 2010. Forms become available in the parish and school office in late January.

A \$500 tuition credit will be given in January for referring a new family to St. Bridget School, as long as the referred family is current on tuition. An additional \$500 tuition credit will be given if said referred family returns for a second year to be applied at registration of the following year. This discount only applies once. This tuition credit does not apply to families who only have half day preschool student (s).

I. TUITION: 4 Year Pre-Kindergarten through Grade 8

Active Parishioner rates:

	1 Child	2 Children	3 Children or more	Half day Preschool
Option A- One Payment				
Parish Family	\$3,000.00	\$5,400.00	\$8,100.00	\$1,500.00
Prepayment Discount (Payment must be received by Aug. 1, 2010)	-80.00	-80.00	-80.00	-40.00
	\$2,920.00	\$5,320.00	\$8,020.00	\$1,460.00

Option B – Semester Payment Plan – Two (2) equal payments due on or before Aug. 1, 2010 and January 1, 2011.
Parish Family \$1,500.00 \$2,700.00 \$4,050.00 \$ 750.00

Option C – Four Payment Plan – Four (4) equal payments due on or before Aug. 1, 2010, Oct. 1, 2010, Jan. 1, 2011 and March 1, 2011.
Parish Family \$750.00 \$1,350.00 \$2,025.00 \$ 375.00

Option D – Monthly Payment Plan – Ten (10) equal payments due by the first of each month, beginning Aug. 1, 2010 through May 1, 2011.
Parish Family \$300.00 \$540.00 \$810.00 \$150.00

Per the 2010-2011 Projected Budget, the cost to educate a child is \$4758.00 per student.
Parishioner Discount is: \$2,000.00 \$4,600.00 \$6,900.00
Multi-child discount reflected in above rate: \$ 0.00 \$ 600.00 \$ 900.00
With 180 instructional days, the cost per day to educate your child at St. Bridget is as follows:
Per diem rate for active parishioner tuition: \$16.66 \$30.00 \$45.00 \$8.33
At 7.5 hours per day with 180 instructional days, the cost to educate your child at St. Bridget is as follows:
Per hour rate: \$ 2.22 \$ 4.00 \$ 6.00 \$1.11

Non Parishioner rates:

	1 Child	2 Children	3 Children or more	Half day Preschool
Option A- One Payment				
Non-Parish Family	\$5,000.00	\$10,000.00	\$15,000.00	\$2,500.00
Prepayment Discount (Payment must be received by Aug. 1, 2010)	-80.00	-80.00	-80.00	-40.00
	\$4,920.00	\$9,920.00	\$14,920.00	\$2,460.00

Option B – Semester Payment Plan – Two (2) equal payments due on or before Aug. 1, 2010 and January 1, 2011.
Non-Parish Family \$2,500.00 \$5,000.00 \$7,500.00 \$1,250.00

Option C – Four Payment Plan – Four (4) equal payments due on or before Aug. 1, 2009, Oct. 1, 2009, Jan. 1, 2010 and March 1, 2010.
Non-Parish Family \$1,250.00 \$2,500.00 \$3,755.00 \$625.00

Option D – Monthly Payment Plan – Ten (10) equal payments due by the first of each month, beginning Aug. 1, 2010 through May 1, 2011.
Non-Parish Family \$500.00 \$1000.00 \$1,500.00 \$250.00

Per diem rate for non parishioner tuition: \$27.78 \$55.56 \$83.34 \$13.89
Per hour rate: \$ 3.70 \$ 7.40 \$11.12 \$ 6.95

Note: Families from a non host parish are billed at the non-parishioner rate and their parish is responsible for paying the parish subsidy portion of the tuition. If the non host parish does not comply with diocesan policy on this issue, the family must pay the difference. It is not the responsibility of St. Bridget parishioners to subsidize the education of students who are not a part of our parish community.

A parish verification form must be completed by your pastor prior to July 1, 2010 and on file at St. Bridget School.

II. Tuition: 3 Year Old Pre-Kindergarten Options

Note: If you choose the monthly payment option we are on a ten (10) month payment plan.

1. 3 Year Old Pre-K
Monday thru Friday full day from 8:30 a.m. – 2:45 p.m
Annual Payment: \$3000.00 due by August 1, 2010
Monthly Payment: Ten (10) equal payments of \$300.00 per month beginning August 1, 2010 and ending in May 1, 2011.
2. 3 Year Old Pre-K
Monday thru Friday mornings from 8:30 a.m. to 11.00 am
Annual Payment: \$1,500.00 due by August 1, 2010
Monthly Payment: Ten (10) equal payments of \$150.00 per month beginning August 1, 2010 and ending in May 1, 2011.
3. 3 Year Old Pre-K
Monday, Wednesday, Friday mornings from 8:30 am to 11:00 a.m
Annual Payment: \$900.00 due by August 1, 2010
Monthly Payment: Ten (10) equal payments of \$90.00 per month beginning August 1, 2010 and ending in May 1, 2011.

III. TUITION PAYMENT POLICIES:

All tuition and fees must be made to the Parish Office at 568 East 2nd St., Hobart, IN 46342.

Payments can be made in several ways:

1. **In person at the Parish Office,**
2. **Mail to the Parish Office (at the above address),**
3. **Drop off box located on the steps of the Parish Office,**
4. **Using the blue tuition envelopes, drop payment into collection basket at any mass. If you do not have a blue tuition envelope (these are provided by the parish office) you may use a white envelope as long as it is clearly marked “tuition” with family name.**
5. **Credit/Debit Card payments are accepted in the parish office or by phone.**

Tuition payments should never be made in the school or sent to school with children. School families will bear the burden of proof of payment if proper procedures are not followed.

Please note the family name, the student’s name and grade on your payment to facilitate proper credit. This is especially important if the last names of the child or children are different then those of the parents and/or guardians.

IV. TUITION NON-PAYMENT POLICIES:

Tuition is due on or before the dates indicated above. If a family experiences difficulty in making a payment by the required date, you are required to notify the Parish Office prior to the due date to make arrangements for payment. If either payment or arrangements are not made as scheduled, the following policies will be implemented:

1. Delinquent notices will be sent out on the 16th of each month. These notices will be sent to the responsible party as indicated in this contract via mail.
2. After thirty (30) days of delinquency, a \$25.00 late fee will be assessed to the family’s account.
3. Should an account reach (60) days of delinquency without payment arrangements approved by the Parish office, the child or children will be removed from the classroom until such payments or arrangements are made. It is at this point that registered Parish families will be charged tuition at the non-parishioner rate through the end of the school year.
4. Accounts reaching a delinquency of ninety (90) days without payment arrangements approved by the Parish office will be turned over to a collection agency.
5. For all delinquent accounts, St. Bridget School reserves the right to withhold academic records until accounts are brought current.

Please note that if the services of an attorney are required to recoup delinquent tuition, the financially responsible party must pay attorneys fees and all related court and filing fees.

In an attempt to reduce the need for these procedures, the parish office will send out monthly statements to all families with a balance due regardless of amount.

V. FUNDRAISING

Fundraising is an integral part of the budget, making up at least 40% of the overall budget. The amount of money each family must contribute in fundraising dollars is dependant on our enrollment. Once the budget is written, 40% of the overall school budget will be determined to be fundraising dollars needed for budgetary purposes divided by the number of school families will result in the individual family contribution amount. A family can pay a one time fundraising buy out due by September 1, 2010.

Families paying the non parishioner rate for tuition are paying the actual cost of educating their child at St. Bridget therefore they are not required to participate in mandatory fundraising. Any and all fundraising efforts benefit the school and we welcome their help and support with these efforts but they will not be penalized for non participation.

Based on the 2010-2011 School budget with an estimated enrollment of 104 school families from grades K-8, the individual family must bring in \$1500.00 in fundraising dollars to meet budgetary requirements. If a family does not wish to participate in any of the scheduled fundraisers a buy out is available. The family can pay a one time fundraising buy out of \$1,500.00 due by September 1, 2010. If the buy out is not paid by September 1, 2010, the family understands that participation in the scheduled fundraisers is **MANDATORY** and fundraising dollars become a part of their tuition requirement. The buy out includes Pennies from Heaven, Scrip, Marketday, service hours and all Home and School sponsored fundraisers.

Note: Half day 4 year old preschool and 3 year old preschool are not required to contribute to fundraising dollars.

VI. PENNIES FROM HEAVEN RAFFLE TICKETS

Every family in kindergarten thru 8th grade and **full** time 4 year old preschool must sell five (5) Pennies from Heaven raffle tickets, at a value of one hundred dollars (\$100) per ticket for a total of five hundred dollars (\$500.00). The money and ticket stubs are due by the first (1st) of the month for five (5) consecutive months; October, November, December, January and February. Failure to buy or sell the tickets prior to the due dates will result in the amount of any unsold tickets being added to the family's scheduled tuition payments for the remainder of the school year. If you register at St. Bridget School late but still prior to the drawing, you are responsible for buying or selling these tickets. If you withdraw early, you must turn your sold and unsold tickets or you will be charged for them. *See Section VII Late Registration/Early Withdrawal.*

The **PROFIT** these tickets represent is only 50% of the face value **IF** 1000 tickets are sold. If less than a 1000 tickets are sold, the profit per ticket decreases.

Note: Half day 4 year old preschool and 3 year old preschool are not required to sell Pennies from Heaven tickets.

VII. SCRIP AND/OR MARKETDAY PURCHASES

Every family must **PROFIT** a minimum of five hundred dollars (\$500.00) by purchasing SCRIP certificates between the months of August 1st and May 1st. If you would rather not purchase SCRIP, you can make a monthly payment of \$50 between August 1st thru May 1st as a "buy out" option.

Every time you purchase SCRIP you will notice there is a percentage amount that the vendor discounts the school upon purchase. Multiply your purchase amount by the percentage of discount and this is the amount of **PROFIT** your purchase benefits the school. This profit amount goes toward your fundraising dollar obligation. Please be aware that the percentage amounts are subject to change by the vendors who participate in the program. St. Bridget has no control over the discount percentage. This financial obligation will be checked in January and again in May for compliance.

VII. MARKETDAY PURCHASES

Purchase of Marketday will count toward your fundraising dollar amount obligation. Each month, the Marketday coordinator provides us with a summary of all participants and total purchase amount. 10% of your monthly purchase amount will be applied toward your fundraising obligations.

Note: Half day 4 year old preschool and 3 year old preschool are not required to sell to participate in Scrip or Market day.

VIII. ACTIVE PARISHIONER SUBSIDY

The discounted parishioner rate of tuition can only be granted to those individuals that are registered active parishioners at St. Bridget Church and who live within the boundaries of the Diocese of Gary.

At St. Bridget Church, we have a wonderful parish community that believes in the importance of a Catholic Education - so much so, that they support the school through a subsidy. In return for subsidizing your child's education, all they ask is that you and your family be active parishioners. In order to determine if the family is active, parishioner status is reviewed at least twice a year. Families who fail to maintain active parishioner status will be charged non-parishioner tuition for the next six months. The following is reviewed at a minimum twice a year, ordinarily in January and July:

- The family is regularly attending Mass and is contributing to the parish on Sundays using their parish envelopes. Note that there is no specific dollar amount required as a parish contribution. You are asked to contribute an amount that reflects the way you have been blessed.
- Each family participates in at least one parish ministry or organization. For example, be a member of the choir, work with St. Vincent DePaul Society, be a member of Knights of Columbus, St. Anne Confraternity of Christian Mothers, help decorate the church or clean the grounds, be a Eucharistic minister, or a Lector, etc.

In order to receive the active parishioner rate for tuition a family must be a registered member of the St. Bridget Parish meeting the above mentioned requirement for at least six (6) months prior to school registration. Families transferring from another parish must provide a letter of proof that they were active members of that parish to receive the subsidy upon registration. Families will be charged tuition at the non parishioner rate until they have been members of the Parish for six (6) months at which time the tuition will be adjusted to reflect parishioner rate for the remainder of the year.

Note: Families from a non host parish are billed at the non-parishioner rate and their parish is responsible for paying the parish subsidy portion of the tuition. If the non host parish does not comply with diocesan policy on this issue, the family must pay the difference. It is not the responsibility of St. Bridget parishioners to subsidize the education of students who are not a part of our parish community.

A parish verification form must be completed by your pastor prior to July 1, 2010 and on file in the St. Bridget Parish Office which indicates their pastors willingness to comply with this diocesan policy.

IX. LATE REGISTRATION/EARLY WITHDRAWAL

Families who register late (after the August start date) or withdraw their children early will be charged for the entire **month** that their child or children began or last attended school at St. Bridget as well as fees. St. Bridget School does not prorate fees. The six (6) month rule applies for the reception of parishioner rate, see paragraph VII.

With late registration, all fees and current month's tuition must be paid at the time of registration.

A student is not considered withdrawn unless formal notification is received in the school office in writing. The date that said notification in writing is received will be considered the withdraw date. The family will be billed for the entire month for which that date falls. The parish finance office will then require at least one (1) week to determine any and all remaining fees and tuition owed and provide the family with a final bill. **This final bill will include unfulfilled service hour obligation fees, non compliance scrip fees, unsold Pennies from Heaven Raffle tickets, unpaid lunch fees, Before and After School Care and lost book fees.**

No report cards or academic records will be released until all tuition and fees are settled.

X. SERVICE HOURS

Every school family must perform thirty (30) service hours as prescribed in the Service Hours Program. For every unfulfilled service hour, the family agrees to pay \$20.00 per hour. The fees for unfulfilled service hours will be added to the family account on or before June 1, 2010. There are many opportunities to volunteer time at St. Bridget Parish. If you enroll at St. Bridget late or withdraw early, you are still responsible for the full thirty (30) service hours. **See Section VII Late Registration/Early Withdrawal.**

XI. ACCEPTANCE OF THE FINANCIAL CONTRACT

St. Bridget School
Financial Contract

Parent/Guardian Initial: _____

I/We, _____, as parent/legal guardian of the child(ren) listed above, do hereby agree to the financial obligation as itemized in the Financial Contract and select the following tuition payment plan, at the rates listed, for the 2009-2010 St. Bridget School Year:

4 Year Pre- Kindergarten thru 8th Grade Payment Selection:

- _____ Option A – Annual Payment Plan
All fees are due on or before July 1, 2010.
One (1) payment due on or before August 1, 2010.
- _____ Option B – Semester Payment Plan
All fees due on or before July 1, 2010.
Two (2) equal payments due on or before August 1, 2010 and January 1, 2011.
- _____ Option C – Four Payment Plan
All fees due on or before July 1, 2010.
Four (4) equal payments due on or before August 1, 2010, Oct. 1, 2010, January 1, 2011 and March 1, 2011.
- _____ Option D – Monthly Payment Plan for
All fees due on or before July 1, 2010.
Ten (10) equal payments due by the first of each month, beginning August 1, 2010 through May 1, 2011.

3 Year Pre-Kindergarten Payment Selection:

- _____ Option A – Annual Payment Plan
Supply fee is due on or before July 1, 2010.
One (1) payment due on or before August 1, 2010
- _____ Option B – Monthly Payment Plan
Supply fee is due on or before July 1, 2010.
Ten (10) equal payments due on or before the first of each month from August 1, 2010 thru May 1, 2010.

Fundraiser Buy out Option:

- _____ Fundraiser Buy Out
\$1,500.00 Fundraising fee due by September 1, 2010.
By choosing this option and paying the fee by September 1, 2010, my family is exempt from participating in all mandatory fundraisers such as Pennies from Heaven, Scrip, Marketday, Service Hours, and all H.S.A. sponsored fundraisers.

I have read the above contract and agree to the stipulations listed.

Both parents/guardians MUST sign this contract.

Signed: _____
(Parent or Legal Guardian)

Date: _____

Signed: _____
(Parent or Legal Guardian)

Date: _____

Parish I.D. Number: _____