



**This Agreement and Registration Fee
Must be Returned Within Two Weeks Upon
Acceptance to Reserve Your Space**

2014-2015 Student Enrollment and Tuition Agreement

ONE FORM PER STUDENT ♦ PLEASE PRINT

Grade in 2014-15 Freshman Sophomore Junior Senior

Student Name _____

Registration Fee (non-refundable): \$600 due within two weeks upon date of acceptance letter

Technology Fee: \$75 due within two weeks upon date of acceptance letter

Tuition: \$12,600 (Please select one payment plan)

Check or Cashier's Check

- Annual Payment:** \$12,600 due July 1, 2014
- Semi Annual Payments:** \$6,300 due July 1, 2014 and due November 1, 2014

Electronic Funds Transfer – Complete and sign EFT form.

- Monthly Payments:** \$1,260 due July 2014 through April 2015

Other fees and charges that may appear on your account:

- \$25 fee for Returned check charge, NSF, Closed account and Stopped payment
- \$25 Late charge
- \$500 Unperformed Parent Service Hour charge
- AP Exam, Cafeteria and Library fees

I/We, the undersigned, jointly and severally agree to pay tuition and all related fees for the above named student. Additionally, I/we have read and understand the financial policies as stated in its entirety on the reverse side of this form, the St. Francis High School website (www.stfrancishs.org), and in the Student/Parent Handbook. I/We understand that this agreement will remain in effect until I/we give written notice to change or to withdraw.

\$675 is Attached (\$600 Registration Fee and \$75 Technology Fee) **additional \$150 Graduation Fee due if Senior**

Father/Stepfather/Guardian *(circle one)*

Mother/Stepmother/Guardian *(circle one)*

Name _____

Name _____

Signature _____

Signature _____

Home Address _____

Home Address _____

Home Phone _____

Home Phone _____

Business Phone _____

Business Phone _____

Mobile Phone _____

Mobile Phone _____

Email address _____

Email address _____

Please contact Michael Gallo at 916-737-5042 if you have further questions.

Mail to: St. Francis Catholic High School, Attention M. Gallo, 5900 Elvas Avenue, Sacramento, CA 95819

PLEASE MAKE COPY FOR YOUR RECORDS

Parent Service Hours

Parent service hours are required each school year. Parents of freshmen, sophomore, and junior students serve 25 hours. Parents of senior students serve 10 hours. Parents with two or more students serve the required number of hours for the youngest daughter. Single parents who are solely responsible for tuition are required to perform 12.5 hours per year in their daughter's freshman, sophomore and junior years, and 5 hours during their daughter's senior year.

Failure to serve all hours will result in a mandatory \$500 fee to be paid before the student(s) begins the next school year or, in the case of seniors, before receiving graduation documents. Diocesan regulations mandate that this amount cannot be prorated for partial hours completed; therefore, all 25 hours (or 10 hours for senior parents) must be performed and reported by the reporting deadline to avoid paying the non-participation fee. The \$500 non-participation fee is non-refundable. If a student leaves the school, the fee is not prorated or returned.

Parent service hours must be completed by May 1st of each year for freshman, sophomore and junior families. For senior families, parent volunteer hours must be completed by January 15th. Completed Parent Service Hour forms are to be turned into the Advancement Department by these dates. For more information, please see the Parent Volunteer Program FAQ's under "PARENTS" on the SFHS web page: www.stfrancishs.org.

St. Francis High School

Tuition Payment Agreement - Policies

(Please Read Carefully)

Changes To Payment Plan During The School Year

All changes to your banking information must be made in writing to St. Francis High School Student Billing at MGallo@stfrancishs.org. Scheduled withdraw changes must be confirmed by Student Billing one and a half working days before the withdrawal date. The new banking information will be in effect after an email confirmation is sent back to you.

Damaged Equipment

Parents must pay the replacement cost of any equipment damaged or defaced by students.

Transfer Students

Tuition will be calculated and charged on a daily rate per quarter for students who transfer to St. Francis High School during the academic year. For example, a student transferring to St. Francis High School with ten days remaining in a third quarter will be charged ten days for the third quarter and all of the fourth quarter tuition.

Delinquent Accounts

Exam clearance cards, quarterly report cards, transcripts and/or diplomas will not be issued to students who have not met all financial obligations to the school. Semester clearance cards are necessary to take semester final examinations. A student will not receive credit for the semester's work until such examinations are taken. Students with unpaid accounts may be denied re-entry to the school. Parents are requested to inform the Finance Department if unforeseen circumstances or hardships affect the payment of tuition.

Tuition Refunds

Parents/guardians who voluntarily withdraw their daughter from St. Francis High School agree to pay for the entire academic quarter in which they last attended.

Parents/guardians whose daughter involuntarily withdraws from St. Francis High School agree to pay tuition through the last date of attendance. For example, if a student's last day of attendance is five days from the end of the third quarter, the student's family will be expected to pay for three-quarters of the annual tuition less five days of tuition.