



Please Return This Form with Your Tuition Agreement

Electronic Funds Transfer Agreement

ONE FORM PER STUDENT ♦ PLEASE PRINT

Student Name _____

Grade in 2017-18 Freshman Sophomore

Payer Name _____

Junior Senior

Relationship To Student _____

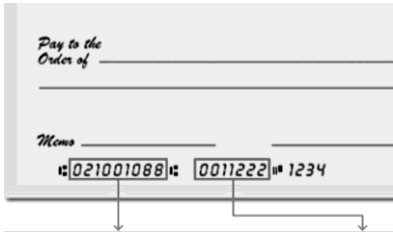
ACCOUNT INFORMATION New or Revision

Name of Financial Institution: _____

Please check: Savings Checking

Routing Number _____

Account Number _____



ABA/Routing Number Account Number

PLEASE ATTACH A VOIDED CHECK, NO DEPOSIT SLIPS

Please Deduct Tuition on this day of the month: 5th 15th 25th

Monthly Payment
\$1,360 will be deducted July 2017 through April 2018
\$500 Unperformed Parent Service Hours charge will be deducted in February for Seniors and May for all other students
Other fees and charges that may be deducted from your account:
• \$35 fee for Returned check charge, NSF, Closed account and Stopped payment
• \$35 Late charge
• AP Exam, Cafeteria and Library fees

St. Francis Fund Donation
Understanding that tuition does not cover the full education cost, please add \$_____ per month to my tuition payment as a gift to the St. Francis Fund. Effective Date: _____ End Date: _____

I authorize St. Francis High School to deduct funds from my designated checking or savings account at the above indicated financial institution on the date I have selected. I understand that this agreement will remain in effect until I give written notice to change or to withdraw.

Payer Signature _____ Date _____

Email Address _____ Cell Phone # _____

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 April 30th of each year for freshman, sophomore and junior families. For senior families, parent volunteer hours must be completed by February 6th. 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.

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