



St. Joseph School

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April 28, 2010

Dear Parents,

There have been a few changes in the manner in which tuition will be collected for the 2010-2011 school year. Tuition is still due on the first of each month and is considered delinquent if not received by the fifteenth of each month. **Tuition will now be collected on a twelve month basis beginning in June and ending in May. Therefore the first tuition payment for the new school year will be due on June 1st.** There will be a \$25.00 delinquent fee added onto payments that are late. Payment coupons will be sent home with your child sometime in May.

There shall be five options for payment of tuition.

1. One payment in full made by June 1st (This will earn a \$100 discount on total tuition.)
2. Continue Automatic Withdrawal (Preferred Method)
3. Enroll in monthly payment deducted through automated withdrawal (Preferred Method)
4. Monthly payment deducted automatically from a credit card account (This will require a one-time \$25 processing fee and a 2% charge for use of the credit card monthly.)
5. Monthly payment by cash or check (This will require a one-time \$25 processing fee).

Every family is required to complete a Tuition Preference Form before May 15th of each year. If Option 4 or 5 is selected, the \$25 enrollment fee must be returned with the form. If the form is not completed, their child will not be considered as registered for the school year. The tuition coupons will be sent home with the students sometime in May.

Sincerely,

St. Joseph Finance Committee

St. Joseph Tuition Preference Form

For the 2010-2011 school year, I will pay my student's tuition by the payment option checked.

Option 1 – Full tuition payment due by June 1, 2010. By electing this option parents will receive a \$100.00 discount on tuition.

Option 2 – Continued enrollment in the Automatic Withdrawal System. These payments will be electronically debited from the designated account on the 15th of each month beginning in June and ending in May.

Option 3 – Enrollment in the Automatic Withdrawal System. These payments will be electronically debited from the designated account on the 15th of each month beginning in June and ending in May. Please complete the attached ACH authorization form.

Option 4 – Monthly debit to a Credit Card Account. These payments will be debited on the 15th of each month to a credit card account beginning in June and ending in May. There is a \$25 one-time enrollment fee and a 2% processing charge each month associated with this choice. Please complete the attached Credit Card form.

Option 5 – Monthly payment by Check or Cash. These payments will be made directly to St. Joseph School/Parish beginning in June and ending in May. Payment is due on the 1st and delinquent on the 16th. There is a \$25 one-time enrollment fee associated with this choice. However, if at any time this falls behind by more than one payment, the parent must choose Option 3 or 4 and complete the appropriate form.

There will be a \$25.00 delinquent fee added onto payments that are late.

I prefer:

Option 1: Full Payment

Option 2: Continue Automatic Withdrawal

Option 3: Please enroll me in Automatic Withdrawal (form & voided ck. enclosed)

Option 4: Automatic credit card payments (\$25 enrollment fee enclosed)

Option 5: Monthly payment – check/cash (\$25 enrollment fee enclosed)

Name _____

Signature _____ **Date** _____

By signing this agreement I hereby agree to be the financially responsible party, and I hereby accept and agree to be bound by the terms and conditions in the Tuition Payment Policies document.