

# SAINT BENEDICT SCHOOL



Dear Parent(s),

We are continuing the electronic tuition collection program for the 2017-18 school year. Everyone is required to fill out a new Tuition Authorization Form. Enclosed with this letter is the Tuition Authorization form.

## Highlights of the 2017-18 tuition program

*(See the back for more details.)*

- All families must fill out and sign the Tuition Authorization Form.
- There are two choices for tuition payment. *(There are no exceptions.)*
  - Payment in full by August 7<sup>th</sup>. (Payment in full will receive a \$40.00 discount)
  - Payments monthly by electronic transfer from a checking/savings account.
- The Electronic Transfer option will begin on August 15<sup>th</sup>. See the back for more information.
- Student(s) will not be allowed in the school without a completed form.

Here is the timeline for the 2017-18 tuition program:

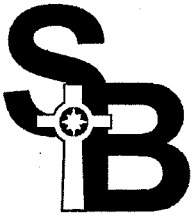
Feb 28	Bison Fund financial aid application due for families new to Bison.
Mar 31	Bison Fund requalification deadline for current Bison families.
April 1	Deadline for all returning families to register at \$125. The registration fee after April 1 <sup>st</sup> for any returning family will be \$175. (Required registration forms include Application, Tuition, Emergency Contact, and Registration Fee.)
June 30	Financial aid forms for St. Benedict Scholarship are due. (Bison Fund application is a prerequisite)
July 31	Tuition bills are sent to all families with the amount owed for families who pay in full or with an electronic payment schedule for families choosing to pay monthly.
August 7	Payment in full is due. (\$40 discount to families who pay in full by August 7 <sup>th</sup> .)
August 15	First scheduled electronic payment. Payments will be deducted on the 15 <sup>th</sup> of every month for 10 months.
April 15	Families who do not sell the required number of Dare to Dream tickets will be billed for the unsold amount.

Our E-Tuition program was very successful last year. Our delinquency was very low. It is important that we collect tuition in a timely manner in order to maintain the financial stability of our school. Any question regarding the program should be directed to Scott Clare at the rectory (834-1041).

*Thank you in advance for your co-operation.*

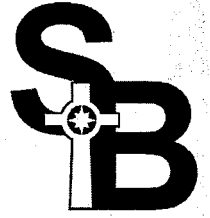
## ELECTRONIC TRANSFER PROGRAM

1. Tuition payments will be divided over 10 months – August through May.
2. All payments will be withdrawn from a checking/savings account on the 15<sup>th</sup> of the month. When the 15<sup>th</sup> falls on a weekend, the transfer will occur on the following Monday.
3. In the event of insufficient funds a second transfer will be attempted on the 30<sup>th</sup> of the month.
4. In the event of a rejected transfer because of insufficient funds, all fees will be the responsibility of the school family. Fees will be added to the next scheduled transfer.
5. In the event of exceptional circumstances, requests for blocking of payment must be submitted by the 10<sup>th</sup> of the month.
6. Students entering during the school year will have their tuition payments prorated for the remaining months of the school year.
7. Students leaving the school will be responsible for the tuition for the remainder of the month in which they are leaving.



# St. Benedict School

## Tuition Authorization Form



First Student Name Last	First	
Second Student Name Last	First	
Third Student Name Last	First	
Fourth Student Name Last	First	
Parent Name Last	First	
Address		
City	State	Zip
Email address	Phone home	Phone work

**Tuition Payment Choices: Please check one**

- Payment in full by August 7<sup>th</sup>
- Electronic Funds Transfer (EFT) monthly beginning August 15<sup>th</sup> and ending May 15<sup>th</sup>. (10 payments)

If you choose Electronic Funds Transfer (EFT), please fill out the boxes below.

<p>Please debit my contribution from my (check one):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Checking Account (attach a voided check)</li> <li><input type="checkbox"/> Savings Account (contact your financial institution for Routing #)</li> </ul>	<p>Routing Number: _____  <b>Valid Routing # must start with 0, 1, 2, or 3</b></p> <p>Account Number: _____</p> <p> <small>           ⑆ 23456789 ⑆ 123 123456* 000 ⑆            └─── Routing Number      └─── Account Number      └─── Check Number         </small> </p>
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<b><u>EFT AGREEMENT</u></b>	
I authorize the Church of St. Benedict and Evans Bancorp to process debit entries to my account. I understand that this authority will remain in effect for until I provide reasonable notification to terminate the authorization.	
Authorized Signature: _____	Date: _____

**PLEASE ATTACH A VOIDED CHECK TO THIS PAGE.**

*(No check is needed if you are using the same account as last year.)*

➔ *Please read the sign the back of this form* ➔

## Additional Tuition Information

1. If a family chooses EFT for payment, all bank fees associated with rejected transfers for insufficient funds will be the responsibility of the school family.
2. In the event of an electronic funds transfer rejection on the 15th of the month, there will be a second attempt to transfer the funds on the 30<sup>th</sup> of the month. If that transfer is rejected, there will be a late fee of \$20.00 assessed for that amount to the account.
3. All families are responsible for the sale of 15 Dare to Dream fundraiser tickets. Any unsold tickets will be added to the tuition payment beginning in the month of April.
4. Continuous delinquency on tuition payment may result in removal of the student(s) from the school.
5. Families who enter the school during the school year will have their tuition payments prorated based on the remaining months in the school year.
6. Families who leave the school during the school year will receive a prorated refund for any tuition paid in advance.
7. Registration and Technology fees are non-refundable.

## Acknowledgement

We agree as a condition of sending our children to St. Benedict School to pay the tuition as indicated on this form. We understand that the payment is due in full according to the terms and conditions of the tuition program unless alternative financial arrangements are agreed upon with the parish administration. We also understand that costs incurred as a result of non-payment will be collected in addition to the stated tuition amount.

Parent signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date \_\_\_\_\_

Faith ♦ Family ♦ Future