



**St. Stephen Preschool  
Tuition Contract**

**CHILD'S NAME** \_\_\_\_\_

1. We (I) \_\_\_\_\_ have read, understand and agree to the 2020 tuition fee schedule, criteria for tuition rates for St. Stephen Preschool.
2. We understand that the Preschool Tuition Policy requires the following:
  - Tuition is due and payable by the 15th of the month. If payment is not received by the 15th of each month a \$25.00 late charge will be added to that month's tuition. A \$30.00 fee will be charged for insufficient funds.
  - At the end of the quarter, the Preschool Director will need to follow Archdiocesan policies regarding dropping families from the enrollment who:
    - 1) have made no payment toward a delinquent account; and/or
    - 2) have made no effort to discuss the problem with the Preschool Director.
  - Families with delinquent accounts will not be allowed to re-register for the following school year.
  - Parents will be held responsible for reasonable attorney fees and collection costs necessary for collection of any amount not paid when due.
  - FACTS TUITION MANAGEMENT will be processing our tuition payments for the 2019-2020 school year. FACTS fee of \$45.00 is due when you sign-up with FACTS.
3. We expressly authorize St. Stephen Preschool to release my tuition account along with other necessary records (e.g. transcript) when requested by any public and/or private school, local credit bureau, collection agency, or any school official, employee or agent who has a legitimate educational or legal interest in the information.

4. If this is your first year at St. Stephen Preschool, please fill in the school last attended:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

5. Is tuition owed to any school your children attended? Yes No

Please list school(s) \_\_\_\_\_

Any outstanding tuition must be paid in full before registering at St. Stephen School.

6. All policies, terms and conditions, as set forth here and in the School Handbook are in accord with Community Care Licensing and Archdiocesan policy and procedures.

I understand that by signing this document, I agree to all the above notations. Two parent families, please have both parents sign.

**Child's Name:** \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_