



CATHOLIC ACADEMY
of SUSSEX COUNTY

Accredited by AdvancEd

Tuition Contract 2021-2022

Responsible Party* _____ Tuition Responsibility Percentage: _____

Mailing Address _____
Street _____
City/State/Zip _____ Cell Phone _____

Email Address _____ Home Phone _____

(If applicable)
Other Responsible Party _____ Tuition Responsibility Percentage: _____

Mailing Address _____
Street _____
City/State/Zip _____ Cell Phone _____

Email Address _____ Home Phone _____

*PLEASE NOTE: "Responsible Party" refers to the person or couple responsible for tuition payment, regardless of whether the person or couple is/are the parent(s) guardian(s) of the student(s). Please list contact information separately for responsible parties living in separate residences.

STUDENT NAME	YEAR OF GRADUATION	STUDENT NAME	YEAR OF GRADUATION
_____	_____	_____	_____
_____	_____	_____	_____

Tuition Contract Agreement

Starting the 2021-22 school year, I/we agree to pay annual tuition and applicable fees, and continue annually until my student graduates or formally withdraws from the Catholic Academy of Sussex County schools according to our selected payment option through my FACTS Tuition Account. I understand and agree to adhere to school policy regarding tuition.

For all parents of new students to CASA schools, Facts Management company will email you an invitation to join our FACTS tuition management system. You will be asked to join a FACTS payment plan. Your options will be to pay in full, to pay over 10 months, or to pay quarterly. The payment period starts in June and concludes in March.

If you already have a FACTS tuition account through the Catholic Academy of Sussex County schools, your account will automatically be rolled into the 2021-22 school year using your current payment plan elections and financial payment account. If an adjustment needs to be made to your FACTS Tuition account, please contact: Finance Office at 973-729-6125. **Registration for 2021-22 will be finalized upon receipt of the first FACTS tuition payment collection in June AND all past due account balances have been paid.**

Please note: Tuition and fees may increase on an annual basis.

BY SIGNING BELOW YOU AGREE TO THE TERMS SET FORTH ABOVE.

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Responsible Party's Signature _____ Date _____

_____ Date _____

Other Responsible Party's Signature _____

FINANCIAL INFORMATION

Since the Catholic Academy of Sussex County are private Catholic Schools, our operating expenses must be met by tuition and fees paid by the parents. It is our goal to keep it affordable and available for all students.

Registration Fee _____ initial _____ initial

An annual registration fee of \$250 is charged for all PK students. This fee is non-refundable.

A one-time registration fee of \$350 is charged for all K-7 and \$500 for all 8-12 students. This fee is non-refundable.

Registration will be finalized upon receipt of the first FACTS tuition payment collection in June.

Tuition and Fees _____ initial _____ initial

Annual tuition rates and fees will be published on the schools website. Tuition and fees may increase on an annual basis.

Tuition is collected by FACTS Management Company, an intermediary collection company, through automatic deduction. Automatic deduction is available via checking, savings, Master Card, American Express, Visa or Discover. There is an annual fee charged for this service.

Tuition and fees do not include the cost of Busing, Uniforms, iPads/Chromebooks, Textbook/workbooks, Student parking, or other incidentals.

In the case of a student withdrawal, the Responsible Party will be charged on a prorated basis for tuition used, and any overpayment of accrued tuition/fees will be refunded to the Responsible Party. **However, if you withdraw your student after June 1st, up to 10% of tuition and 100% of all fees are considered NON-REFUNDABLE.**

Tuition Assistance

Tuition Assistance is awarded on the basis of demonstrated financial need and is available through two programs, the Tri-County Scholarship Program and the School Tuition Assistance Program. All tuition assistance is only awarded by the Financial Aid Committee. Each year applicants for financial aid outnumber the grants available; therefore, awards are only granted to qualified students who are most in need of financial assistance.

To be eligible for financial aid, all parents must complete all of the following:

- FACTS Tuition Aid Application on-line at online.factsmgt.com/aid.
 - All financial aid recipients must be on the FACTS Tuition Payment Program. There are no exceptions.
 - Applications for financial aid will be reviewed after receipt of completed forms.

Please contact the Finance Office 973-729-6125 with any questions regarding Tuition Assistance.

Diocesan Policy regarding the Collection of Tuition

Parents are expected to keep their payments of tuition up-to-date. All outstanding tuition must be settled by May 30. Report cards will not be issued to students with outstanding tuition. In addition, academic services will be suspended as of July 1 (this means no new schedules will be issued) if the account is not current. To allow a family to accumulate several thousand dollars in debt with the expectation that they will settle their account by graduation is unreasonable. Therefore, the following Diocesan policy will be followed with regard to outstanding tuition:

- A. All outstanding tuition and fees must be paid by May 30, otherwise the end of the year report cards and new schedules will not be issued.
- B. After one month of outstanding tuition, educational services will be terminated. Arrangements may be made for the delinquent payment up to the date for discontinuation of services. All arrangements will be made in writing on the Tuition Payment Arrangement Form with both parent and principal/finance office signing the agreement. A copy of the Arrangement Form will be kept on file in the Finance Office.
- C. All outstanding tuition and fees must be paid in full prior to graduation.

Withholding of Academic Records and Examinations

All academic records and transcripts will be marked incomplete for students with outstanding tuition due. The mid-year and final examination of students with outstanding tuition will be withheld until all financial obligations are satisfied. **Withdrawn student's transcript will be marked incomplete until all financial obligations are resolved.**

Participation in After School Activities

Any student with outstanding tuition or fees will not be permitted to participate in any school-sponsored club, organization or athletic activity during the time the tuition is delinquent unless payment arrangements have been made with the Finance Office.

Participation in Graduation Exercises

Any student with outstanding tuition or fees will not be permitted to participate in graduation exercises, nor will the student receive his/her diploma until all outstanding financial obligations are satisfied.

The FACTS Management Company is an intermediary collection management company. All tuition and fees due to Catholic Academy of Sussex County are payable to Catholic Academy of Sussex County. *Any customer that is delinquent and whose account is outsourced to a collection agency or an attorney will be financially responsible for those additional fees incurred for the collection process.

Responsible Party's Signature Initial _____

Other Responsible Party's Signature Initial _____