



**PARACLETE HIGH SCHOOL  
ACADEMIC YEAR 2017-2018**

**TUITION & FINANCIAL POLICY AGREEMENT**

*Please read carefully before signing at the bottom*

- A. PAYMENT METHOD** Paraclete High School uses FACTS Tuition Management and Payment Processing Service. ALL families are required to sign up with this service. Through this service, you will have the option of payment from a checking account, credit card or other bank account. Payment will be automatically deducted on the 5<sup>th</sup> or 20<sup>th</sup> (you decide).
- B. TUITION/FEES** Tuition is due on the 5<sup>th</sup> or the 20<sup>th</sup> of the month. If funds are not available by the date chosen, your account is considered delinquent. A late fee of \$20 will be assessed to your FACTS account each month. If the account is not brought current, student(s) will be sent home (refer to Finances in Parent/Student Handbook). Any returned checks will carry a fee of \$35.
- C. PARENT SERVICE HOURS** I agree to perform 30 hours of service for the school of which at least 8 will be participating in Bingo. \*Any hours not completed by June 1<sup>st</sup> (May 1<sup>st</sup> for Seniors) will be added to family FACTS account. Contact Katie in the finance office if you would just like to pay the parent service hours on FACTS. Hours not completed will be billed as follows: \$20/hr for 8 Bingo hours; \$10/hr for other incomplete service hours.
- D. TWO MANDATORY PARENT FUNDRAISERS: Are added to the FACTS account unless parents choose to pay with registration.**
1. Raffle: per family is required to buy or sell \$100.00 of raffle tickets.
  2. Las Vegas Night: per family is required to purchase two tickets to this event. Cost is \$15.00 per ticket.
- E. ONE RECOMMENDED FUNDRAISER:**
1. Raffle tickets: Each family will be sent two additional books of raffle tickets for the Raffle. Parents are encouraged to sell these tickets to assist in fundraising efforts. All school fundraisers offset tuition costs.
- F. AUTOMATIC REREGISTRATION:** Beginning with the 15-16 school year, the school instituted an automatic registration renewal schedule. This allows parents to pay the annual registration fee over 5 installments. This IS part of your financial agreement, applies to every student and will be added to you FACTS payment beginning in February 2018. For your convenience, a reminder will be sent in January of 2018.

We will pay Paraclete High School in accordance with this agreement. If we do not pay as agreed, we recognize that Paraclete High School has the right to send our student(s) home until such time as tuition is paid and current, or until specific arrangements are made and agreed upon by both ourselves and Paraclete High School. We understand that this agreement is binding.

**Upon enrolling a student at Paraclete, each parent/guardian and student acknowledges the agreement to be governed by the handbook and recognizes the right and responsibility of the school to make rules and to enforce them. Each parent/guardian and student assumes responsibility for being informed of Paraclete's policies, rules, and regulations contained in the handbook and in subsequent newsletters throughout the year.**

\_\_\_\_\_  
**Print** Name of Person responsible for payment

\_\_\_\_\_  
Parent/Guardian's Signature – Person(s) responsible for payment Date

\_\_\_\_\_  
ID# Student's Signature Date

RETURN THIS AGREEMENT WITH ALL THE OTHER REGISTRATION FORMS.

Please **do not forget** the required signatures – Parent & Student.