



Registration Contract

2015-2016

TUITION AND FEES		Parishioner	Non-Parishioner
Total Yearly Tuition <i>Tuition is paid monthly over 11 months from July through May.</i>	1st student (K – 8)	\$ 7,361	\$ 9,071
	2nd student (K – 8)	\$ 5,104	\$ 6,922
	Each additional student (K-8)	\$ 2,915	\$ 6,530
	Full Day Kindergarten – additional fee	\$ 1,000	\$ 1,000
	Middle School Technology Fee	\$ 50	\$ 50
Enrollment Fees:			
New & Returning Student Registration Fee		\$300	Early Discount by February 12, 2015
Returning Student Registration Fee		\$350	After February 12, 2015
New Student Application Fee per student (including Kindergarten)		\$30	

Terms and Conditions

Enrollment Fees – For new families a \$330 per student enrollment fee is due with your application. This covers the \$300 registration fee and the \$30 application fee (including all Kindergarten students.) At the end of the application period, if your student has not been accepted into St. Joseph School, you will receive a refund of all monies minus the \$30 application fee. If your student has been accepted into St. Joseph School and you withdraw for any reason, no monies will be refunded.

Additional Costs - Costs beyond those covered by tuition will be incurred during the academic year. These may include, but are not limited to: Extended Care (before/after-school care), bus transportation, milk, extra-curricular activities, CYO sports, field trips, pizza days, class auction project, field day, and charges for volunteer hours not fulfilled. These costs will be billed by the school on a monthly statement or paid in September with your Parents’ Club Event Check.

Middle School Technology – All middle school students are required to bring a Laptop or Windows Tablet. More information regarding laptop requirements will be provided in the Spring Packet. In addition, there is a yearly \$50 technology fee that covers the cost of cloud based access.

In-Parish Rate - Eligibility is determined by the parish office in which you are registered. Parishioners must be registered at St. Joseph Parish, Holy Innocents, Our Lady of Sorrows or Mary, Queen of Peace Parish. Parishioners must meet their parish’s criteria: 1) registered at parish; 2) regular attendance at Sunday Mass; 3) a current Stewardship of Treasure Card on file and make a good faith effort to keep their Stewardship of Treasure commitment through the year; and 4) contribute to the life of the parish. For financial subsidy purposes, families registered in parishes other than St. Joseph are asked to remain registered and active in that parish through the end of the school year. Please contact your parish office if you have questions about your parishioner status.

If you are requesting the in-parish rate, please include the following information:

- At what parish are you currently registered? _____
- Please briefly list or describe your involvement in the life of the parish:

- Is it your intention that the child you are registering will attend Sunday Mass regularly? _____

In regards to the Stewardship of Treasure Card: in Oct/Nov, the parish in which you are registered will ask you to complete a new Stewardship of Treasure Card. As part of our agreement to provide the in-parish rate, please submit a new card each year to the parish.

Payment of Tuition - A signed contract must be received by the school at the time of registration. In addition, a student will not be allowed to begin attending classes unless his or her tuition payments are current, as of the first day of school. Tuition is paid through FACTS (a tuition management system) and is due by the 10th day of each month for eleven months starting in July.

Withdrawal Prior to the Start of School - Registration fees and tuition paid at registration are not refundable after acceptance of your student. **Submission of your registration contract constitutes acceptance to St. Joseph School for families that are re-enrolling. If you withdraw after April 10, you are responsible for the tuition portion based on the table below.** For example, if notice is given on April 11 that your student will not be attending St. Joseph School in the fall, you will owe 30% of tuition - even though your student has not yet attended classes. All monies owed will be due upon notification of withdrawal. St. Joseph School will not forward records for students until all outstanding balances have been paid.

Withdrawal During the School Year - Families who make the decision to withdraw from St. Joseph School during the school year must notify the school in writing 30 days prior to a student's last day of attendance. Families are also asked to make an appointment with the office for an exit interview prior to leaving the school. **Families who withdraw their student from St. Joseph School are obligated to pay a percentage of tuition as indicated in the table below, based on the last day of attendance at St. Joseph School.** All monies owed will be due upon notification of withdrawal. St. Joseph School will not forward records for students until all outstanding balances have been paid (tuition, annual fund, and/or fundraising).

Date of Withdrawal	% of Tuition Owed
April 11 – September 30, 2015	30% of tuition
October 1 – December 31, 2015	60% of tuition
January 1 – March 31, 2016	90% of tuition
On or After April 1, 2016	100% of tuition

Prorating of Tuition in Case of Late Admission - Responsibility for tuition for students admitted after the start of the school year is only for the academic period during which they attend St. Joseph School. The prorated amount will be determined by St. Joseph School and is non-negotiable.

Volunteer Requirement - Each family is required to volunteer a minimum of 45 hours of time to the school during the school year. Of these 45 hours, a minimum of five (5) hours must be volunteered in some capacity toward fundraising, which may include Auction, Annual Fund, Walk-a-thon, Grant Writing, Endowment or Scrip. In lieu of volunteer hours, families may opt to pay \$1350 (45 hours @ \$30/hr.) at the beginning of the school year. If a family chooses to volunteer time and they are unable to fulfill the 45 hour requirement, they must reimburse the school at the rate of \$30/hour for each volunteer hour not completed. Volunteer hours must be performed between July 1 and May 15, and are to be reported to the office in December, March and May.

Fundraising Requirement - Please review the Fundraising Agreement for information about fundraising requirements. Families who fail to participate in fundraising will be billed \$200 for the Auction, \$100 for the Walk-a-Thon, and the total amount of their Annual Fund pledge.

Information and Immunization Forms - In order to attend St. Joseph School, a student must have a yearly Student Information form, birth certificate and a current Washington State Certificate of Immunization Status form on file.

Rights of Dismissal - St. Joseph School reserves the right to dismiss any student who, in the judgment of the Principal, is not making satisfactory progress or whose presence is detrimental to the welfare of St. Joseph School, any other student, any St. Joseph School faculty or staff member, or him or herself. Failure to pay tuition according to the terms of this agreement, or other fees and costs as billed, is also grounds for dismissal.

This agreement shall be interpreted in accordance with the laws of the State of Washington.

I have read both sides of this contract and agree to comply with all terms as stated. I understand and agree to the policy of St. Joseph School and the Archdiocese of Seattle that no grades or official transcripts will be released until all amounts owing to St. Joseph School have been paid. I agree to pay all regular charges according to the published rate of the school and will pay promptly, upon receipt of bills, any normal and incidental expenses incurred.

Signed _____ Date _____

Print Name _____ Student Name(s) _____