



Tuition Agreement

Due to the high volume of applicants for our church sponsored school programs, the following criteria outline the necessary elements for families to be qualified to receive “Member” vs. “Non-Member” tuition rates. “Members” receive priority placement and pay “Member” tuition rates. Families not meeting the below criteria listed below are classified as “Non-Members.” Space availability for Non-Members will be prioritized after Member slots have been filled. Additionally, Non-Members will pay increased tuition rates as outlined on the Saint Michael Preschool *Annual Tuition Schedule*, <http://www.saintmichael.org/mediafiles/annual-tuition-schedule-2013-2014.pdf>.

Member Tuition Qualifications:

1. One parent must be a *Voting Member of the Parish* as defined in the Constitutions and Canons of the Episcopal Church. A Voting Member of the Parish is at least eighteen (18) years of age, is a Confirmed Communicant in Good Standing, and has been a Financial Contributor of Record to the Parish.
2. Members must fulfill an annual Stewardship pledge by a form of payment that can be recorded in the church files as corresponding to the Communicant. (A person placing cash in the offering plate without identification is a Communicant but not one of Record.)
3. One or both parents must have completed Safe Church Training (SCT) and submit to a background check. SCT is a one-time training class required by the National Episcopal Church for all parish members volunteering with children or adults in the church. Classes are offered throughout the year. Register with Kimberly Hughes at 214-365-3500 ext. 572, khughes@saintmichael.org.

Tuition Policy:

- Non-refundable, non-transferable Enrollment fees and Tuition are assessed upon placement in the Program, with Enrollment fees being paid at the time of enrollment. Tuition payments will be assessed per student; however, families may make one payment for all children in the Program.
- Remaining tuition balance may be paid monthly, semi-annually or annually. Tuition payments made annually or semi-annually may be paid via check, bank draft or credit card. **Tuition payments made monthly must be paid via bank draft or credit card** (a surcharge will apply to all credit card payments).
 - All families must have a bank draft authorization or credit card information on file. If paying annually or semi-annually via check, no charges will be made to card unless tuition balance is past due.
 - Monthly tuition payments are due beginning September 1, with the final payment due April 1. **If paying monthly, tuition will be automatically drafted via bank draft or credit card on the 1st of each month.**
 - Late payments or monthly electronic payments returned due to insufficient funds or other errors in processing must be reconciled by the 10th of the month or a \$25.00 late fee will be assessed. After two late payments, families will be required to pay the remaining tuition balance in full immediately.
 - In the event that a check is returned due to insufficient funds, the remaining tuition balance will be due immediately and will be collected via credit card or bank draft on file.
 - Annual payments will receive a \$200 discount and will be due September 1.
 - Semi-annual payments will receive a \$100 discount and will be due September 1 and January 1.
- Failure to pay will result in immediate removal of the child from the program, cancellation of a place for the child in the following year's program and the inability to enroll siblings in the program for any future year. All Enrollment and Tuition payments are non-refundable and non-transferable, unless applicable under the withdrawal policy.

Child's Name: _____ Parent's Signature: _____ Date: _____