



# Tuition Handbook



## St. John Catholic School

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*St. John's Catholic School ~ Opening hearts to Christ, minds to learning, and hands to service*

# Educational Covenant

*“Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. The Church reminds parents of the serious duty which is theirs of taking every opportunity - or of making the opportunity - for their children to be able to enjoy these helps and to pace their development as Christians with their growth as citizens of the world.” (Declaration of Christian Education)*

*“Parents are the first and foremost catechists of their children. They catechize informally but powerfully by example and instruction. They communicate values and attitudes by showing love for Christ and His Church and for each other, by reverently receiving the Eucharist and living in its spirit, and by fostering justice and love in all their relationships. Their active involvement in the parish, their readiness to seek opportunities to serve others, and their practice of frequent and spontaneous prayer, all make meaningful their professions of belief. Parents nurture faith in their children by showing them the richness and beauty of lived faith. Parents should frequently be reminded of their obligation to see to it that their children participate in catechetical programs sponsored by the Church.” (Sharing the Light of Faith #212)*

## Parent/Guardian Covenant

Recognizing our most solemn obligation to educate our children in the ways of the faith, we hereby enter into this covenant with the St. John Catholic School Board of Education, administration and staff of the St. John Catholic School, to work cooperatively in providing for a quality program of faith formation for our children.

### We agree to:

- **Provide good example for our children**
- **Communicate Christian values and attitudes**
- **Provide opportunities to share in the sacramental life of the Church with our children**
- **Provide for prayer opportunities for our children**
- **Ensure the regular attendance of our child(ren) at class**
- **Understand and accept the regulations set forth in the parent/student handbook**
- **Volunteer my time at least once during each semester for special projects**
- **Complete my financial obligations to St. John Catholic School as set forth on the response page**

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

Principal: \_\_\_\_\_

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

# St. John Catholic School Board of Education Policy on Delinquent Accounts

The St. John Catholic School Board of Education adopts this policy as a guide to be used by future Boards and school administration in determination and collection of delinquent accounts.

## I. Definitions

- **Delinquent Account:** An account is delinquent when any payment is not made within 30 days of the time such payment is due.
- **Contract:** Contracts refers to the tuition contract signed by the parents/guardian and/or student(s), and any amendments thereto.
- **Finance Committee:** The Finance Committee is a standing committee composed of Board of Education and non-board members, serving at the request of the Board.
- **Administration:** The Administration is the administrative personnel of St. John Catholic School.

## II. Delinquent Contracts For St. John Catholic School Students

- A. All St. John Catholic School Students will be registered and attend the school pursuant to a tuition contract which is to be signed by at least one parent or guardian of the student, and, if applicable, the student.
- B. Changes in payment schedules on tuition contracts may be made by the school business office and the parent, guardian or student at any time, but only written modifications shall be effective and binding on the parties. All changes are subject to approval by the Board. The Board delegates its approval authority to the Finance Committee.
- C. When any account is delinquent 30 days, the parents/guardian(s) will be advised of said delinquency, in writing, by the school principal. This can be any simple form of notice, such as a letter, bringing the delinquency to the attention of the appropriate parties and requesting that the delinquency be corrected or arrangements made with respect to that delinquency.
- D. When an account is delinquent 60 days and no arrangements have been made on that account, the parent/guardian(s) will be contacted by certified letter regarding the need to become current with account; payment plan will require the use of the electronic fund transfer option if not already doing so.
- E. All accounts must be paid in full before the parents can register their child(ren) for the following school year.

- F.** If the student is not expected to be enrolled at St. John Catholic School in the fall, or the student has graduated from St. John Catholic School, and has a delinquent tuition balance, a certified letter shall be sent to the parents/guardian(s). If the debt is not collected within 30 days, or acceptable payment arrangements are made, the account will be sent to collections.

### **III. Enforcement of Judgment**

The St. John Catholic School Board of Education shall annually review those accounts on which it holds judgment, to determine what steps, if any, should be implemented to enforce collection of the judgment. Further steps that are taken will be at the discretion of the St. John Catholic School Board of Education.

### **IV. Delinquent Accounts Policy**

It is the intention of the St. John Catholic School Board of Education that this policy be enforced in a fair, evenhanded and sensitive fashion, that, as much as possible, each factual situation be viewed upon its own circumstance; and that any form of favoritism or unfairly harsh treatment with respect to any person or parties be avoided; but, rather, that the matter be applied in an evenhanded fashion. No child is to be expelled from school during the course of a semester because of parental inability or unwillingness to pay tuition or fees.

### **V. Grades/Records**

Parents/guardians have an absolute right of access to any and all pupil records related to their children. Consequently, in no case shall the withholding of report cards or other records be used for the enforcement of collection. Schools may not withhold the release of student records/transcripts at the time a student transfers to another school if a request has been received from the receiving school at the parents/guardians request. (cf. 1 D.P.I.Dec. Rule. 107, April 28, 1986)