

ENROLLMENT GUIDELINES

- A. It is the policy of the Board of Directors that the account of each family be kept current. The administration is to assure that this policy is carried out.
1. All past-due family accounts will be reviewed and an appropriate collection procedure will be established for each account, as necessary.
 - a. The school reserves the right to withhold grades, transcripts, records or diplomas until any past due account is paid or until satisfactory arrangements have been made.
 - b. The school reserves the right to add fees which may be incurred and the family agrees to pay such fees should collection proceedings be necessary.
 - c. The school reserves the right to refuse admission or continued enrollment mid-year to any student based on payment history.
- B. Families are expected to adhere to the payment dates listed for the payment plan they choose. If they do not, the school reserves the right to change the payment plan for the family to more accurately reflect payment history. Families will choose from the following payment plans and family agrees to pay fees associated with any change that becomes necessary:
1. **Annual:** Payment is due **IN FULL** by 8/1 (prior to the start of school).
 2. **Semi-Annual:** 1/2 of the tuition is due in August (prior to the start of school); the other 1/2 of the tuition is due in December (of the current school year).
 3. **Quarterly:** Four equal installments due in July, October, January and April.
 4. **Monthly by ACH** (must be auto debit from bank account): Tuition will be deducted in 12 (or 24) equal payments beginning in July (prior to the start of school) and ending in June of the following year. Families can have this deduction made on the 15th or 27th of the month (or both).
- Note: *a \$100 handling fee may be assessed if selected payment plan is not honored.
*a \$25.00 fee will be charged to the family for any payment that gets returned as uncollectable.**
- C. Preference for classes will be given to students according to the date of Tuition Agreement Form completion and Registration Fee(s) payment. Registration fees for current students are \$150 per student with \$250 maximum per family.
- D. Parents/Guardians of students who withdraw during the school year are responsible for the payment of tuition up to the time they withdraw, plus a \$200.00 administrative processing fee.
- E. Parents/Guardians of grade 12 students who qualify for early graduation from Cathedral High School are responsible for full payment of their tuition by graduation time. Also all grade 12 students are responsible for a graduation fee. **Tuition for all seniors must be paid in full or satisfactory arrangements made before graduation cap and gown can be released to that student.**
- F. Any family of a member parish who completes this form after June 1 for the year the student plans to enroll must have the written verification of the parish in which the family represents active membership.
- G. If the parish in which the family represents membership does not confirm active participation by the family, that family will be responsible for non-member tuition.



**2018-2019
Cathedral High School
Tuition Payment Agreement**



Parent/Guardian #1: _____ Bill this address: _____
 Last Name First Name Middle Initial
 Address: _____
 Street Address City State Zip
 Email Address: _____ DO NOT send confidential information to this email address

Parent/Guardian #2: _____
 Last Name First Name Middle Initial
 Address: (if different) _____
 Street Address City State Zip
 Email Address: _____ DO NOT send confidential information to this email address

Home Phone: Parent/Guardian #1 (_____) _____ Parent/Guardian #2 (_____) _____
 Work Phone: Parent/Guardian #1 (_____) _____ Parent/Guardian #2 (_____) _____
 Cell Phone: Parent/Guardian #1 (_____) _____ Parent/Guardian #2 (_____) _____
 Name of Employer: Parent/Guardian #1 _____ Parent/Guardian #2 _____
 Name of Stepparent(s) if applicable: _____

PLEASE LIST ALL STUDENTS ENROLLING AT CHS:

Name of Student Enrolling at CHS (First Name, Last Name)	Gender (M or F)	Birthdate (Month/Day/Year)	Grade Entering	Religion	Last School Attended

Available Payment Plans
 (Select one; see item "B" on reverse side)

Annual (Due in full by 8/1)

Semi-Annual (½ in August, ½ in December)

Quarterly (Equal payments in July, October, January, April)

Monthly (July-June)
 **Must be ACH (attach ACH form & a voided check)

15th 27th or Both

Same as current plan (returning family only)

Tuition:

Grades 7-8	Grade 9-12
Parish Level Tuition <input type="checkbox"/> \$7,200	<input type="checkbox"/> \$9,400

Name of Parish: _____

Non-Parish Level Tuition <input type="checkbox"/> \$9,200	<input type="checkbox"/> \$11,400
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Registration Fee (not applied toward tuition and is non-refundable):

\$150 per student \$250 maximum/family

I agree to make the full tuition payments for each of the students listed above using the payment plan I have selected. Further, I fully understand the payment plan I have selected and the **due date(s)** of such payment(s). I have read, understand, and agree to the terms and conditions of the Board of Directors Enrollment Guidelines on the reverse side.

 Parent/Guardian Signature Date School Official Signature