2009-2010
ST. MATTHEW PARISH-PARENT CONTRACT
4-YEAR OLD KINDERGARTEN (4K) PROGRAM

Child(ren)'s Last Name _____ Family Name (if different) _____

St. Matthew School is a Catholic Parochial School established and subsidized by the members of St. Matthew Parish community for the purpose of assisting Catholic parents and guardians in fulfilling their primary responsibility to educate and raise their child(ren) in the Catholic faith.

THE SCHOOL AGREES TO:

1. Provide quality academic and religious education for:

   Child's Name_____

THE PARENT(S) AGREE(S) TO:

1. Follow all the guidelines of the *2009-2010 Parent-Student Handbook*, which will be provided early in the school year.

2. Pay **tuition** at the following rates:

SCHEDULE OF TUITION RATES

4K	Tuition
Half Day	$2,519.00
Full Day	$3,758.00

Amount due each payment
Office Use Only

$_____Total amount due

$_____Owed in two payments

$_____Owed in four payments

$_____Owed in ten payments

3.a. Pay tuition in installments of (check one):

- ☐ 1 payment on or before July 1.
- ☐ 2 equal payments on or before July 1 and December 1.
- ☐ 4 equal payments on or before July 1, October 1, January 1, April 1.
- ☐ 10 monthly payments before the first day of each month beginning in July and ending in April.

3.b. We are offering voluntary automatic withdrawal from your authorized checking/savings account as part of your payment plan. Attached is the authorization form. We reserve the right to require automatic withdrawal for anyone who is chronically delinquent and hasn't made provisions for mutually agreed upon payment plan.

- ❑ I plan to use Automatic Withdrawal and will complete and return the form to the Parish Office.

3.c. **You MUST notify the Director of Administrative Services, Accountant, or Principal prior to the payment due date if you will be unable to make payment by that date. At that time, a mutually agreed upon payment plan will be put into effect. Tuition payments must be current before the start of each quarter or your child will not be allowed to attend class. We reserve the right to take legal action or refuse registration if payment arrangements are not followed.**

4. Pay a late fee of $20 if tuition payment is not received by the 15th day of the month in which it is due.

5. Pay all amounts as set forth in #2 above, the Schedule of Tuition Rates. Should there be a failure to pay by the times designated, parents agree to pay all costs, attorney's fees, and expenses incurred by St. Matthew Parish in collecting amounts past due hereunder. If you are not current by February 1, 2010, your child(ren) will not be allowed to register for the following year. If as of April 1, 2010, tuition is not paid off, a child(ren) may not be allowed to return for the following year.

Contact the Director of Administrative Services, Accountant, or Principal if special arrangements are needed.

As the parent, I ask that my child(ren) listed above be enrolled in the 4K Program at St. Matthew School for the 2009-2010 school year. I accept total responsibility for the payment of tuition for my child(ren) for said period.

_____ _____ _____/_____/_____
Parent Signature Parent Signature Date

_____
Principal/Pastor Signature

(Revised 4/29/09)