



# Saints Bruno and Richard School

## FINANCIAL AND PARTICIPATION REGISTRATION AGREEMENT 2022-2023

As we embark upon a new school year, we look forward with great expectation to a year filled with many dreams, challenges and goals. Saints Bruno and Richard School are committed to providing a high quality Catholic education to all students. Students who apply are expected to meet academic standards, adhere to all behavior policies, and participate in school events through volunteering or attendance.

Saints Bruno and Richard School have in place a category of tuition rates called "non-participating parishioner" and "participating parishioner" for children in Kindergarten through 8<sup>th</sup> grade. Families will be charged the non-participating parishioner rate if they choose not to attend mass at St. Bruno or St. Richard Church. One aspect of our faith that is required is regular mass attendance for our school families. Attendance at Sunday Mass will be tracked by the return of your weekly envelopes. Families who do not return envelopes through the Church on three out of four/five weeks during the month and contribute at least \$500 per year will be charged the non-parishioner rate. You will elect to be a parishioner or non-parishioner at the time of registration, which is included on the last page. Once a family chooses to become a non-participating parishioner, that role remains in effect, and will not be changed unless specifically requested by a family. It is important to use the envelopes provided by the parish to track your attendance and participation. If you give electronically using "Give Central " you can just drop your envelope in the basket and mark "I gave electronically" so that your attendance is recorded.

### **FUNDRAISING**

All families are required to do fundraising in addition to tuition. For the 2022-2023 School Year the fundraising commitment will be \$300 per family. The first \$100 is required through a mandatory raffle. The remaining balance, \$200, will be split into two payments; the 1<sup>st</sup> half will be billed in January 2023 and the 2<sup>nd</sup> half will be billed in April 2023, including any remaining balance from the first half fundraising. To meet this requirement, families will be given a variety of fundraising opportunities throughout the year in which to participate, and you will be notified which events apply to this fundraising requirement and the percentage that is earned.

### **Volunteer Hours**

All school families are also REQUIRED to contribute at least an additional 15 hours of participation to the school and /or parish community. Families who do not complete the remaining required hours by March 31, 2023 will be charged a Participation Program fee of \$20.00 per hour for those hours not completed. This fee must be paid prior to the issuance of any report cards and/or transfers.

**For the 2022-2023 school year, we will have some families who will be attending Saints Bruno and Richard School through the Tax Credit Scholarship program. Depending on the level of support for which they qualified, the subsidy will cover 100%, 75%, or 50% of their tuition and book fees. It will not cover registration and fundraising fees. Any portion of tuition and fees that are the responsibility of the parent/guardian will be invoiced through *FACTS* (our tuition processing company) on the following schedule:**

### **PAYMENT SCHEDULE THROUGH FACTS TUITION**

Prompt payment of all school bills is essential to the smooth operation of the school. Tuition bills must be paid on the designated day of each month. The finance committee has initiated the following regulations for tuition:

- Tuition is divided into equal payments according to your payment plan. Your first month's tuition is non-refundable and your child's placement in classrooms is not guaranteed until the first month is paid in full. **There is no tuition payment due in August; instructional fees are due in full in August.**
- Because the instructional fee covers the cost of consumable materials, they are non-refundable once the school year has begun.
- A \$35.00 per month late fee will be assessed each month on any tuition statements showing any amount past due.
- Report cards will be withheld for families who have an outstanding tuition balance, past due 30 days or more, at the end of the trimester. Balance must be paid at least one (1) week prior to report card distribution.
- Transcripts, diplomas, and graduation items will be withheld for students with an outstanding tuition balance. In addition, children will not be allowed to participate in graduation activities such as field trips, picnics, etc., unless all balances are paid in full.
- Children will not be allowed to attend class and parents will be called to pick up students if the family has an outstanding tuition balance greater than 60 days past due.
- Children will not be allowed to participate in any athletic programs for any families with outstanding tuition balances greater than 60 days past due.
- A \$25.00 fee will be charged for any NSF check returned to the school.

Thank you for choosing Saints Bruno and Richard School where our strong academic, social, and spiritual programs allow our students to develop to their fullest potential. If you have any questions, do not hesitate to call our school office.

For the 2022-2023 School Year, we will be processing all tuition payments through FACTS Management. All families must have an account established with FACTS whether they pay online or not. Families are strongly encouraged to sign up for ACH for tuition payments to avoid late fees and exclusions days.



## SAINTS BRUNO AND RICHARD SCHOOL TUITION AND FEES 2022-2023

	1 Child	2 Children	3 Children	4 Children
<b>NON-PARISHIONER RATE KINDERGARTEN through 8<sup>th</sup> Grade Tuition</b>	\$5,880	\$8,430	\$10,550	\$13,450
<b>PARISHIONER RATE KINDERGARTEN through 8<sup>th</sup> Grade Tuition</b>	\$4,880	\$7,430	\$9,550	\$12,450
<b>3 &amp; 4-Year-Old Full Day Preschool Tuition Non-Parishioner Rate</b>	\$5,380	\$4,600 (Sibling rate)		
<b>3 &amp; 4-Year-Old Full Day Preschool Tuition Parishioner Rate</b>	\$4,880	\$4,100 (Sibling Rate)		
<b><u>FEES/FUNDRAISING:</u></b>				
Registration Fee: Per Family	Until February 25 <sup>th</sup> \$100 per family	After February 25 <sup>th</sup> \$150 per family		
Instructional Fee: Per Student Due in August	\$250	\$500	\$750	\$1,000
Fundraising Requirement: Per Family	\$100 raffle \$200 other	\$100 raffle \$200 other	\$100 raffle \$200 other	\$100 raffle \$200 other
<b>SERVICE HOURS (Per Family)</b>				
All Grades:	15 Hours	15 Hours	15 Hours	15 Hours

<sup>1</sup> To be considered a "Participating" family, families must attend mass at least 3 Sundays each month which is tracked using your Sunday "Weekly Offering" envelopes that are sent via mail. If you forget an envelope, additional envelopes are available in the back of the church for your convenience. Please fill in your parish number and name and address. Also, to be considered a "Participating" family, families must contribute at least \$500 per year.

<sup>2</sup> Sibling rate is applied to Pre-School tuition if there are any other children in school.

<sup>3</sup> Net Fundraising means the profit earned from whatever item/event that is sold (i.e. \$60 box of chocolates with a 50% Net- \$30.00 goes to purchase the chocolate \$30.00 goes to Fundraising Net.)

## Commitment Agreement -2022-2023 SCHOOL YEAR

**I/We have read and understand the policies and fees associated with my/our Financial and Participation Commitment to Saints Bruno and Richard School for the 2022-2023 Academic Year. I agree to adhere to this Agreement in its entirety and accept my responsibility to fulfill them as stated and as scheduled.**

Child's Name: \_\_\_\_\_ 2022-2023 Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ 2022-2023 Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ 2022-2023 Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ 2022-2023 Grade: \_\_\_\_\_

### Parent/Guardian #1

### Parent/Guardian #2

Name: \_\_\_\_\_

Name Printed

Name Printed

Home Address: \_\_\_\_\_

\_\_\_\_\_

Cell Phone Number:

(     ) \_\_\_\_\_ (     ) \_\_\_\_\_

Email Address:

\_\_\_\_\_

Signature: \_\_\_\_\_

### Mass Attendance

\_\_\_\_\_ I am choosing to be a "Participating" parishioner and agree to attend mass 3 of the 4/5 Sundays each month, contribute at least \$500/year, and use my envelope each week so that attendance can be recorded.

\_\_\_\_\_ I am choosing to **NOT** to be a "Participating" parishioner and understand that I will be paying the above-stated rates for "Non-Participating" parishioners.

### Fundraising

\_\_\_\_\_ I have read and understand the Fundraising portion of the financial agreement and agree to complete my required fundraising no later than April 30, 2023 as well as purchase my mandatory Raffle tickets.

### Volunteer Participation

\_\_\_\_\_ I have read the volunteer participation portion of the financial agreement and understand that I/we must complete a minimum of 15 hours for the school year.

**Your signed Registration Agreement  
is due with your registration fee.**

