

Catholic Schools of Broome County K-12 Application For Re-Admission - 2016/2017

Applying for Re-Admission to (circle all that apply): **SETON / ALL SAINTS / ST JOHN / ST JAMES**

Parent/Guardian Name(s) (Last, First) _____ Please check here if the school should expect a custody document.

List any changes to your mailing address, tuition billing address, phone number(s), e-mail address(es), Parish affiliation, employer changes, person responsible for making tuition payments, change in emergency contacts or changes in custody of child(ren).

List all children and the school they are applying to. **Attended a CSBC school last year**

Name _____	School _____	Grade ____	DOB _____	M / F	Y / N
Name _____	School _____	Grade ____	DOB _____	M / F	Y / N
Name _____	School _____	Grade ____	DOB _____	M / F	Y / N
Name _____	School _____	Grade ____	DOB _____	M / F	Y / N
Name _____	School _____	Grade ____	DOB _____	M / F	Y / N
Name _____	School _____	Grade ____	DOB _____	M / F	Y / N

MONTHLY TUITION RATES ARE BASED ON A 10 MONTH SCHOOL YEAR							
<u>AFFILIATED RATES</u>				<u>NON-AFFILIATED RATES</u>			
Affiliated Rate: The affiliated rate applies to families who are registered members of a Roman Catholic Parish. All affiliations are verified.				Non-Affiliated Rate: The non-affiliated rate applies to families who are NOT registered members of a Roman Catholic Parish.			
Grade	1st Child	2nd Child	3rd Child	Grade	1st Child	2nd Child	3rd Child
Kindergarten	\$ 452	\$ 430	\$ 407	Kindergarten	\$ 504	\$ 479	\$ 453
1 - 3	\$ 492	\$ 467	\$ 442	1 - 3	\$ 544	\$ 517	\$ 490
4 - 6	\$ 495	\$ 470	\$ 446	4 - 6	\$ 548	\$ 521	\$ 493
7 - 8	\$ 499	\$ 475	\$ 450	7 - 8	\$ 552	\$ 525	\$ 497
High School	\$ 682	\$ 648	\$ 614	High School	\$ 734	\$ 697	\$ 660

Tuition and Payment Policy - 2016-2017 Academic Year

Smart Tuition:

The Catholic Schools of Broome County (CSBC) has contracted with Smart Tuition to act as the tuition administrator for our school system. All current families, families not enrolled previously and families with a student transferring to another building (with no prior history of admission) are required to complete the Smart Tuition Enrollment Agreement online each school year.

Payment Plans:

Payments may be made by check, telephone, web or automatic debit from your bank account or credit card. There are three choices of payment plans:

- Plan A** 1 Payment (August) (No administrative fee)
- Plan B** 11 Payments (July – May)
- Plan C** 4 Payments (July, October, January & April)

Discounts and Credits:

Credits such as SCRIP and tuition assistance and discounts will be noted on your monthly statement and the amount due will be reduced by the amount of the credit(s).

Fees charged by Smart Tuition:

- A \$39 Smart Tuition administrative fee applies to Plans B and C
- A 2.65% fee applies to all credit/debit card payments.
- A late fee of \$45 will be charged for each late payment.
- A fee of \$30 will be applied to your account for each failed auto-debit and each failed check payment. (Please note that your financial institution may also charge you a fee.)

Hardships:

CSBC understands that from time to time unexpected hardships occur. We encourage families experiencing hardships to immediately contact the tuition officer to discuss financial options. All special arrangements are subject to the approval of the CSBC President. The following options may be available:

- An education loan through Your Tuition Solution.
- A Promissory Note with Affidavit for Confession of Judgment.
- In some unique hardship situations, temporary financial assistance may be available.

Delinquent Accounts:

An account is delinquent if a payment has not been made by the due date. A late fee of \$45 will be charged for each payment that has not been made by the due date. Unless other arrangements have been made with CSBC, the following will result for delinquent accounts:

For accounts 60 days past due:

- Access to Rediker’s ParentPlus and StudentPlus Portals will be suspended.
- Report cards and transcripts will be withheld.
- Student(s) may not participate in extracurricular activities, including athletics.

For accounts 90 days past due:

- Student(s) will be suspended.
- Account will be turned over to a collection agency.

Students may not apply for a future school year unless their account is current.

Seniors must pay all balances in full in order to participate in graduation, receive their diploma and have transcripts and other documents released from the school.

Any family whose account was delinquent more than 60 days, at any time in the prior year, must enroll in the automatic payment plan.

Any family whose payment is returned or denied a second time during the school year must submit subsequent payments by Cashier’s Check or the automatic payment plan only.

Pro-rated Tuition and Scholarship:

Tuition and any scholarship received will be pro-rated for students entering school after September 30th.

A Student who withdraws or is dismissed from school will be charged tuition for the remainder of the month the student leaves school. CSBC will not release transcripts or other student records until all balances have been paid.

If a student is asked to leave from the CSBC, for any reason, all financial aid awarded for the current school year will be forfeited. If actual tuition payments received by CSBC for the student exceeds the amount of tuition due for the period the student was enrolled in school, the difference will be refunded.

I/We have read the Tuition and Payment Policy of the Catholic Schools of Broome County. I/We am/are responsible to make tuition and fee payments for all current children and new children named in this application, less any financial aid granted for the 2016/2017 school year.

I/We understand that the school must be informed of any physical, mental or emotional limitation known by the parents that could affect appropriate placement. Providing inaccurate or incomplete information during the application process will result in non-acceptance or dismissal from the school. Classroom placement is determined by the school.

I/We understand that the *Student Handbook* contains the official policies and procedures of the school.

Mother/Guardian’s Signature **Father/Guardian’s Signature** **Date**

Complete the section below only if someone other than a parent will be responsible for the student’s tuition.

Name(s) of the person(s) responsible for tuition if *other* than a parent:

Name _____ Home Phone _____

Address _____

Employer _____ Work Phone _____ Cell Phone _____

I/We have read the Tuition and Payment Policy of the Catholic Schools of Broome County. I/We am/are responsible to make tuition and fee payments for all current children and new children named in this application, less any financial aid granted for the 2016/2017 school year.

Signature of Person(s) Responsible for Tuition **Printed Name(s)** **Date**

This school is fully committed to fostering an educational community that is free from discrimination based on race, national origin, skin color, disabilities, age or gender, except as concerns any matter for which there is a statutory or judicially recognized exception for religious institutions.