



Dear Parents/Guardians,

Welcome to St. Joseph School. In preparation for the upcoming 2019-2020 school year, the following is some important information to help you complete the registration process for your child(ren):

**Registration Form** - To reserve your child's seat for the upcoming school year, the attached Registration Form must be completed, signed and returned with a non-refundable \$200 registration fee **per student** to the School Office before **April 1, 2019**.

St. Joseph School has adopted the use of the FACTS Tuition Management system to collect all tuition payments. Every family will be responsible to register their family's profile and banking information allowing FACTS to process their tuition payments:

The FACTS website is: <https://online.factsmgt.com/signin/3GH9Y>.

**Tuition Agreement Form** - Please complete this form in order to set up a tuition payment plan. You will have the option of selecting a plan that is appropriate for your financial needs. This form requires a parent's signature.

**MOST IMPORTANT**

**No student will be considered registered until the Registration Form, the \$200 registration fee per student, and the Tuition Agreement Form are returned to the Schol Office.**

**Cost to Educate Students** - The tuition and fees schedule contains information regarding the tuition rates, fees, and polices for the upcoming school year. We make every effort to set tuition rates that are affordable and in line with those at our neighboring schools. Please bear in mind that tuition alone does not cover the cost to educate a student at St. Joseph School; **the actual cost to educate a student is approximately \$7,500**, and this cost rises each year. The gap between the cost to educate a student and the tuition rate is carefully balanced with, and supplemented by, revenue raised through fundraising efforts.

**Tuition Payment Options** - We offer multiple payment plans. Please review this schedule to determine the payment option that best fits your family's needs.

**Financial Aid** - This form contains important information regarding the application process and eligibility criteria for financial aid.

**Please don't hesitate to contact us with any questions. Our Tuition Office is located at St. Joseph Parish 114 High St. and is open Monday through Friday. You can reach Mrs. Pat Cappucci, our Tuition Manager, by phone at 781-396-0423 ext. 117 or by email at: [pcappucci@stjosephschoolmedford.com](mailto:pcappucci@stjosephschoolmedford.com) or Mrs. Laura Powers, our Director of Finance, by phone at 781-396-0423 ext. 104.**



### **K-8 Registration Form - 2019-2020**

TO SECURE A SEAT FOR YOUR CHILD, PLEASE RETURN THIS REGISTRATION FORM TO THE SCHOOL OFFICE BY **April 1, 2019**. A **\$200 PER STUDENT NON-REFUNDABLE FEE** IS DUE AT THE TIME OF REGISTRATION.

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

Father's Name: \_\_\_\_\_  
Last Name First Name Middle Name

Occupation: \_\_\_\_\_ Work#: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell#: \_\_\_\_\_

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

Mother's Name: \_\_\_\_\_  
Last Name First Name Middle Name

Occupation: \_\_\_\_\_ Work#: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell#: \_\_\_\_\_

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

Guardian of the Child: Both Parents \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Other \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Cell#: \_\_\_\_\_

Transferred from (if applicable) \_\_\_\_\_  
Name of School City Grade

**Please register the following student (s) for the 2019-2020 school year:**

Student #1: \_\_\_\_\_  
Last Name First Name Date of Birth Entering Grade

Place of Birth \_\_\_\_\_

Student Gender: Male \_\_\_ Female \_\_\_ Religion: \_\_\_\_\_ Race/Ethnicity: \_\_\_\_\_

Student #2: \_\_\_\_\_  
Last Name First Name Date of Birth Entering Grade

Place of Birth \_\_\_\_\_

Student Gender: Male \_\_\_ Female \_\_\_ Religion: \_\_\_\_\_ Race/Ethnicity: \_\_\_\_\_

Student #3: \_\_\_\_\_  
Last Name First Name Date of Birth Entering Grade

Place of Birth \_\_\_\_\_

Student Gender: Male \_\_\_ Female \_\_\_ Religion: \_\_\_\_\_ Race/Ethnicity: \_\_\_\_\_

The signing of this agreement confirms your understanding and acceptance of its terms and conditions.

Signature of Parent or Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**Tuition Office Contact Information: 781-396-9423 ext. 117**

[pcappucci@stjosephschoolmedford.com](mailto:pcappucci@stjosephschoolmedford.com)

**\*\*\*In order to complete the application process, we need a copy of your child's birth certificate, baptismal certificate (if your child is Catholic), as well as an updated health form from your child's pediatrician.**



## Preschool Registration Form - 2019-2020

### REQUIREMENTS

All students entering the Preschool Program **must be fully potty trained.**

Preschool 1: Child must be 3 years old by October 15, 2019.

Preschool 2: Child must be 4 years old by October 15, 2019.

TO SECURE A SEAT FOR YOUR CHILD, PLEASE RETURN THIS REGISTRATION FORM TO THE SCHOOL OFFICE BY **April 1, 2019**. A **\$200 PER STUDENT NON-REFUNDABLE FEE** IS DUE AT THE TIME OF REGISTRATION.

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

Father's Name: \_\_\_\_\_

Last Name

First Name

Middle Name

Occupation: \_\_\_\_\_ Work#: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell#: \_\_\_\_\_

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

Mother's Name: \_\_\_\_\_

Last Name

First Name

Middle Name

Occupation: \_\_\_\_\_ Work#: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell#: \_\_\_\_\_

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

Guardian of the Child: Both Parents \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Other \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Cell#: \_\_\_\_\_

**Please register the following student (s) for the 2019-2020 school year:**

Student #1: \_\_\_\_\_

Last Name

First Name

Date of Birth

Preschool 1: 5 days \_\_\_\_\_ 3 days \_\_\_\_\_ Preschool 2: 5 days \_\_\_\_\_ 3 days \_\_\_\_\_

Student Gender: Male \_\_\_ Female \_\_\_ Religion: \_\_\_\_\_ Race/Ethnicity: \_\_\_\_\_ Place of Birth \_\_\_\_\_

Student #2: \_\_\_\_\_

Last Name

First Name

Date of Birth

Student Gender: Male \_\_\_ Female \_\_\_ Religion: \_\_\_\_\_ Race/Ethnicity: \_\_\_\_\_ Place of Birth \_\_\_\_\_

Preschool 1: 5 days \_\_\_\_\_ 3 days \_\_\_\_\_ Preschool 2: 5 days \_\_\_\_\_ 3 days \_\_\_\_\_

The signing of this agreement confirms your understanding and acceptance of its terms and conditions.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Tuition Office Contact      781-396-0423 ext. 117      [pcappucci@stjosephschoolmedford.com](mailto:pcappucci@stjosephschoolmedford.com)

**\*\*\*In order to complete the application process, we need a copy of your child's birth certificate, baptismal certificate (if your child is Catholic), as well as an updated health form from your child's pediatrician.**



## TUITION AGREEMENT FORM – 2019-2020 SCHOOL YEAR

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

Person responsible for tuition payments: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

### Terms & Conditions:

1. I agree to pay my tuition balance under Payment Option Plan \_\_\_\_\_. (See Tuition Payment Option form)
2. I agree that the plan can't be changed or canceled without authorization from the Principal or tuition Manager.
3. I agree to pay a non-refundable deposit fee of \$200 per student at registration.
4. I agree to pay all of my installments on time understanding this means on or before the due date established.
5. If I pay by check and it is returned for NSF, I agree to pay a penalty and late fee plus a \$40 returned check fee.
6. Tuition payments received will be applied to the oldest outstanding balances.

### Late Payment Policy

You will receive monthly due-date reminders by e-mail from FACTS Management, our tuition management system. However, the school is not obligated to inform you individually. It is your responsibility to adhere to the due dates to avoid penalties.

7. **Penalty and Late Fee** - If I fail to pay the full amount due on or before the due date, I agree to pay a late fee of 3% on each installment payment that is delinquent. I understand that this late fee of 3% will continue to accumulate until the day the total amount is paid. This penalty and late fee will be added to my account beginning the day following the due date. Late fees will only apply to the installment fee and weekends and holidays are counted toward the late days.
8. **Notice** - After one week of account delinquency, I will be informed in writing by the Tuition Office of late fee and penalty realization.
9. **Delinquent payment consequences** - If account balances are 30 days overdue, the student(s) may be removed or restricted from participating in extracurricular activities (field trips, EDP, clubs...). If account balances are 60 days overdue, the student's attendance may be interrupted until account balances are made current.
10. **Loss of Eligibility for Payment Plan** - If I fail to pay more than one installment on time, then I will not be eligible for a payment plan for the next school year.
11. **Re-admission Withholding** - If I have any outstanding tuition, fees, or EDP balances at the end of the academic year, I will not be able to re-register my child(ren) for the next school year until I fulfill my obligation.

### Tuition Refund Policy

In order for St. Joseph School to properly plan for the needs of the academic year and meet its budget responsibility, the following refund policy applies:

- If student withdraws before October 1, 2019, you will be responsible for 50% of the full tuition and non-refundable fees for the academic year.
- If student withdraws on or after October 1, 2019, you will be responsible for 100% of the full tuition and non-refundable fees for the academic year.

I have read, understand, and agree with all of the above terms and conditions.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tuition Office contact      781-396-0423 ext. 117      [pcappucci@stjosephschoolmedford.com](mailto:pcappucci@stjosephschoolmedford.com)



## TUITION AND FEES SCHEDULE

<u>TUITION RATES</u>		
<b>Grades 1-8</b>	1 Child	\$5,500
<b>Kindergarten</b>	1 Child	\$5,700
<b>Bridge Program</b>	1 Child	\$5,700
<p>A \$750 sibling discount will be given for each additional student.</p> <p>\$200 early payment discount if full tuition paid by July 15, 2019.</p>		
<hr/>		
<b>Preschool</b>		
5 full days	1 Child	\$7,200
3 full days	1 Child	\$6,500
<p>A \$400 sibling discount will be given for each additional student in the Preschool.</p> <p>\$200 early payment discount if full tuition paid by July 15, 2019.</p>		

### Mandatory Fundraising

Each family is required to fundraise a total of \$300 for the School Calendar Raffle. This mandatory Calendar Raffle is non-refundable and will be added to your tuition payment plan on FACTS. Every family will receive fifteen \$20 Calendars in November.

### Technology Fee

A non-refundable \$100 technology fee will be assessed per student and added to your tuition payment plan on FACTS.

### Tuition Refund Policy

In order for St. Joseph School to properly plan for the needs of the academic year and meet its budget responsibility, the following refund policy applies:

- If student withdraws before October 1, 2019, you will be responsible for 50% of the full tuition and non-refundable fees for the academic year.
- If student withdraws on or after October 1, 2019, you will be responsible for 100% of the full tuition and non-refundable fees for the academic year.



## Tuition Payment Options- 2019-2020

FACTS Management offers five tuition payment options:

**Option 1:** Single payment in full - due July 15, 2019 *(Single Payment Discount of \$200 applies)*

**Option 2:** Two payments - due July 15 and November 15, 2019

**Option 3:** Three payments - due July 15, 2019 - November 15, 2019, April 15, 2020

**Option 4:** Six payments - July 15, 2019 - September 15, 2019 - November 15, 2019 - January 15, 2020, March 15, 2020 - May 15, 2020

**Option 5:** Twelve monthly payments starting in June 2019 through May 2020

**Every family must enroll in FACTS our tuition management program.** This is mandated by the Catholic Schools Office of the Archdiocese of Boston. To sign up please visit:

<https://online.factsmgt.com/signin/3GH9Y>.

FACTS Management fees apply according to the Payment Option selected, as follows:

Option 1 - No Fee

Option 2 - \$10 Fee

Options 3, 4 & 5 - \$45 Fee

Management fees will be deducted with the first tuition payment.



## FINANCIAL AID

St. Joseph School is the grateful recipient of limited tuition assistance grants from the Catholic Schools Foundation. The Catholic Schools Foundation (CSF) is the premier non-profit institution for granting aid to low-income students to attend Catholic elementary and high school in the Archdiocese of Boston. CSF changes lives by providing families with demonstrated financial need an opportunity to give their sons and daughters a quality education, focused on Christian values and character formation at Catholic Schools located throughout the Archdiocese of Boston, regardless of race, religion, ethnicity or gender.

### **APPLICATION PROCESS:**

Families requesting Financial Aid for the 2019-2020 School Year must complete an application through FACTS, our tuition management system. The application form can be found online at <https://online.factsmgt.com/aid>.

**Please note: Incomplete and/or late applications will not be considered.**

### **Filing Deadlines:**

- Enrolled Families must file by April 1, 2019
- New Families must file by September 1, 2019

The application **must** include the most current Forms 1040 and W-2. Families must reapply for financial aid within the FACTS Grant & Aid system each year.

### **Eligibility criteria:**

Financial Aid is allocated based on financial need determined by the calculations on the FACTS Grant & Aid application, an objective and independent third party.

### **Notification of award:**

- Families will be notified by June 30, 2019
- New families will be notified by September 30, 2019

### **Financial aid will not be awarded or may be lost if any of the following occur:**

- Withdrawal from the school
- Not active in the FACTS Payment Plan
- Accounts are not current, including, but not limited to tuition, after-school and other fees

Due to the limited amount of grant funding available, we may not be able to provide tuition assistance for all the families that qualify. We make our best effort to help as many families as possible to afford a Catholic education for their children.

**Need help or have questions?** Please contact our Tuition Office – located at the St. Joseph Parish Office at 114 High Street - by phone at 781-396-0423 ext.117 or by e-mail at [pcappucci@stjosephschoolmedford.com](mailto:pcappucci@stjosephschoolmedford.com).

