



RETURN TO SCHOOL

POLICY AND TUITION PAYMENT AGREEMENT

St. James Lutheran School
Shawano, WI 54166

1. We (I) agree to abide by the policies and procedures stated in the St. James School Handbook for the school year 2022-2023
2. We (I) will constantly try to set a good Christian example for our child(ren) by bringing and accompanying them to regular and frequent church services (at least 70% of the scheduled services), having family devotions, and displaying Christian parental responsibility in dealing with their discipline at home and supporting the teachers' discipline measures of rewards and consequences as explained in the school handbook. If a dispute arises it will be settled according to the example set forth in Matthew 18.

Tuition Costs:

Member - \$1,700 per child

Community - \$2,750 per child

3. Please read the following options that are listed below carefully. Before choosing the way in which you would like to make your payments, think through which plan is most realistic for your budget. The school can no longer carry a negative balance on tuition fees, so it is extremely important that you are timely in making your payments.

Your financial account may be accessed on-line for you so that you may check your balance at any time. Unless prior arrangements have been made, all balances must be current by the end of the 1st semester, January 13th, 2023. Please contact Mr. Kaiser if you have specific concerns regarding our payment policy.

Please indicate which plan you will use - **If you would like to make other arrangements than the four payment options listed below, please submit your request in writing to Mr. Kaiser either at School Registration or prior to the first day of school. This form must be submitted at the time of School Registration.**

_____ We will make one payment for the entire year by August 29th, 2022.

_____ We will make two semester payments by August 29th, 2022 and January 13th, 2023.

_____ We will make four quarterly payments by August 29th, Oct. 27th, January 13th, and March 24th.

_____ We will make 10 monthly payments, **AUGUST 2022 thru MAY, 2023** by the 15th of the month, **except for the August payment which will be made by the 24th of the month.**

If your financial situation changes throughout the school year and you cannot follow the payment plan you have selected, please contact the school office to make arrangements for payment of the remainder of your tuition.

TUITION AND FEE PAYMENT POLICY

It is not the intent of this policy to deny any family the opportunity for a Christian education at St. James School, but rather to assure that all families bear their fair share of the cost of education. Families with special financial needs are encouraged to apply for assistance through the *Wil Kleinschmidt Scholarship Fund*.

At the beginning of each school year parents will select the payment schedule that best meets their needs and circumstances. In order for a child to attend St. James on the first day of school, a signed tuition and fee payment policy needs to be on file in the school office. If a signed copy of the tuition and fee payment policy is not on file, a child will be held out of the classroom until an agreement has been received by the school office.

All payments are to be paid by the date(s) agreed upon in the payment schedule selected. All registration fees and other special fees are due and payable prior to the beginning of the school year.

Collection of Overdue Payments

7 days overdue: A reminder will be sent for overdue payments of tuition via Fast Direct.

14 days overdue: When an account is delinquent fourteen or more days, a Fast Direct message and an email will be sent as well as a letter stating the family account has become delinquent will be sent. Finally, a \$15.00 late charge will be assessed.

21 days overdue: A mandatory meeting will be held between the family, the principal, and a member of the Board of Education to arrange a payment plan to bring your account current by the end of the first semester and discuss the future of St. James. If a meeting is not held by this time or at least scheduled to take place, your child will not be able to attend classes until a new payment agreement has been agreed up by both parties.

Again, if you have suffered a financial hardship, please submit a written request to the school office and request a meeting with the school administrator. We will make arrangements as to how you will be able to meet your financial commitment to St. James.

All first semester accounts must be current by Jan. 13th or enrollment will be terminated at the end of the first semester unless prior arrangements have been made. All second semester accounts must be paid in full by May 26th or the student will not be re-enrolled for the next year. If the account is paid in full after May 26th the student will be re-enrolled if there is space available in the appropriate grade level.

Any unpaid balance that remains for more than 60 days after a student is no longer enrolled will be submitted to a collection agency for collection.

If extenuating circumstance prevent payment when due, the parent should submit to the principal a letter indicating the circumstances and the relief being sought. The principal will refer the matter to the Board of Education.

We (I) have read and agree to make regular payments towards the tuition account that we owe for our child(ren) enrolled at St. James Lutheran School. Our account will be current by the end of 1st semester, January 13th, 2023, and the remainder of the balance will be paid in full by May 26th, 2023..

Name of Family _____ (Please Print)

Signature of Parent or Guardian: _____

Date: _____ Grades of children enrolled: _____