

Tuition Contract for 2012-2013
Portsmouth Catholic Regional School
2301 Oregon Ave.
Portsmouth, VA 23701

This contract is entered into between Portsmouth Catholic Regional School AND _____ Parents/Guardians

Address _____
City _____ Zip _____
Home Phone # _____
Parent/Guardian Name & Work Phone # _____
Parent/Guardian Name & Work Phone # _____
I/We am/are active member(s) of _____ parish. Envelope # _____

* Catholic rate subject to confirmation of membership by the parish following Diocesan guidelines.

Student Name _____	Grade _____
Student Name _____	Grade _____
Student Name _____	Grade _____
Student Name _____	Grade _____

I/We agree to pay Portsmouth Catholic Regional School an annual tuition sum not to exceed _____, less any financial aid or reduction, which may be applicable, in addition to Registration Fees of _____, General Fees of _____, Technology Fee of _____ and any applicable fees due for uncompleted service hours as determined in May 2013.

I/We understand the enrollment of the above-mentioned student(s) is an annual contract on which the school has based its operating budget. I/ we will remain obligated for the **full** tuition due for the entire school year, even if my/our child/children are withdrawn from Portsmouth Catholic Regional School prior to the completion of the 2012-2013 school year for any reason. However, if the withdrawal results directly from a family move out of the Hampton Roads area: Chesapeake, Hampton, Newport News, Norfolk, Portsmouth, Suffolk or Virginia Beach, I/we will be released from my/our obligation under this contract upon verification of relocation and upon approval by the School Advisory Board's Finance Committee.

Initials of Parent/Guardians _____

I/We also promise to abide by all rules and regulations of Portsmouth Catholic Regional School including the following:

1. Registration fees are not refundable.
2. General Fees and Technology Fees are due and payable no later than May 25, 2012 and as of this date are non-refundable.
3. Payment for the annual tuition is made in full paid directly to the school by June 1, 2012 or in eleven (11) monthly payments through the FACTS Management Company, beginning June 1, 2012 and ending April 30, 2013. A separate FACTS Management Company contract is required. Students registering after June 1, 2012, will be subject to a prorated tuition schedule for the remaining school year as outlined by the administration.
_____ I will pay the tuition in full, directly to the school, by June 1, 2012.
_____ I will pay the tuition in monthly payments, through FACTS Tuition Management.
4. The school reserves the right to deny admission to the child/children of any family who is two (2) payments past due. An account that is two (2) payments past due must be made current before admission can be continued. A five percent (5%) interest rate per annum will be applied monthly to any balance of tuition, fees (to include charges for unfulfilled service hours) and other financial obligations which are thirty or more days past due.
5. If this account becomes delinquent and is referred to an attorney for collection, the undersigned agrees to pay all collection fees including court costs and attorney fees; collections begin after 60 days.
6. **A fee of \$25.00 will be charged for checks and other draft instruments that are returned for any reason.**
7. Portsmouth Catholic Regional School requires **30 service hours** a year per family (20 hours for single parent families). These hours may be completed in school, working at school activities, or at home. The administration

of Portsmouth Catholic Regional School shall determine those other activities that qualify for such service hours. If these hours are not completed by May 14, 2013, you will be charged \$10.00 per hour not fulfilled, payable by June 1, 2013. I/We will remain obligated for uncompleted service hours if my/our child/children are withdrawn prior to the completion of the 2012-2013 school year. Relocation exception applies as stated previously. **Initials of Parent/Guardians** _____

8. Portsmouth Catholic Regional School operates and manages two (2) Bingo sessions per week as its primary fundraiser. Each family is expected to volunteer for at least **three (3)** sessions per school year (July 1, 2012 – June 30, 2013). A Bingo session is hereby defined as a four (4) hour period for the day session and a five (5) hour period for the night session. Hours accumulated as a bingo volunteer will offset service hours required in item 7 above. The attached Bingo Policy Addendum is a part of this contract and must be signed to complete enrollment. **Initials of Parent/Guardians** _____

9. I/We agree to accept and cooperate with Portsmouth Catholic Regional School in all matters of rules, regulations, and discipline. Portsmouth Catholic Regional School reserves the right to discipline the student(s) when, at the discretion of the administration, the student's interest or that of the school will be best served by such action. Portsmouth Catholic Regional School also reserves the right to suspend, dismiss or deny enrollment to any student whose progress is unsatisfactory or whose conduct, general attitude, habitual actions or the actions of the parent(s) or guardian(s) are contrary to the interest of the school or in violation of the school's rules and regulations as stated in the school handbook and/or as determined by the administration of Portsmouth Catholic Regional School. In the event of an indefinite suspension, dismissal, expulsion, unauthorized withdrawal and /or other similar occurrence, I/We will remain obligated to pay the balance of the tuition for the school year.

10. It is the policy of Portsmouth Catholic Regional School not to release any student records and information to anyone or any institution until all terms of this contract have been satisfied in full.
Initials of Parent/Guardians _____

I/WE UNDERSTAND THAT AS OF JUNE 1, 2012 THIS CONTRACT IS A BINDING FINANCIAL OBLIGATION REGARDING ALL FEES AND TUITION. I/WE HAVE READ THE CONTRACT CAREFULLY AND FULLY UNDERSTAND THE POLICIES AS STATED AND AGREE TO ABIDE BY THEM.

Signatures and Social Security numbers of all parents/guardians financially responsible must be executed prior to acceptance of this contract by the school.

Parent/Guardian Signature _____ **Date** _____

Parent/Guardian SS# _____

Parent/Guardian Signature _____ **Date** _____

Parent/Guardian SS# _____

Accepted on behalf of Portsmouth Catholic Regional School by:

_____ **Title** _____

Date _____