

Cardinal Newman School
Tuition ENROLLMENT Contract
2018-2019

Office Use:		
Reg	_____	Par _____
Fees	_____	Non Par _____
Peachtree	_____	TAS _____
FACTS	_____	FA _____

This form must be completed by all parents with students attending Cardinal Newman School in the 2018-2019 school year. It must be returned to the school at the time of the Course Selection Meeting.

Responsible Party*: _____
Address: _____
Email: _____
Student Name(s): _____ 2018-2019 Grade: _____
_____ 2018-2019 Grade: _____
_____ 2018-2019 Grade: _____

For the 2018-2019 school year, I will pay my child (ren)'s tuition by the payment option checked below.

PLEASE CHECK ONE:

- Option 1 **Full Tuition Payment due Friday, June 1, 2018.** This option entitles the responsible party to a 3% discount. If the entire payment is not received by 3:00 p.m. on June 1st, the responsible party will not receive the 3% tuition discount and must use FACTS Management to pay school tuition.
- Option 2 **Monthly Payments through FACTS.** This option entitles the responsible party to budget payments over 12 months through FACTS Management beginning in June 2018. Payments will be drafted from a checking or savings account on either the 5th or 20th day of the month. ***The annual non-refundable enrollment fee charged by FACTS is \$41 and will be processed immediately upon electronic enrollment/reenrollment in FACTS. Families new to FACTS at Cardinal Newman must electronically enroll in the program by no later than May 1, 2018.***
- Check one:
___ 5th
___ 20th
- Option 3 **Semester Payments through FACTS.** This option entitles the responsible party to budget semester payments through FACTS Management. The first payment will be drafted in June 2018 from a checking/savings account and the second in January, 2019. Payments can be made on either the 5th or the 20th of these months. ***The annual non-refundable enrollment fee charged by FACTS is \$10 and will be processed immediately upon electronic enrollment/reenrollment in FACTS. Families new to FACTS at Cardinal Newman must electronically enroll in the program by no later than May 1, 2018.***
- Option 4 **Mastercard/Discover/American Express Credit Card Payment.** FACTS Management allows families to budget payments on an annual, semester or monthly basis using Mastercard, Discover or American Express cards. There is a **2.85% convenience fee** for this option AND an **annual non-refundable enrollment fee charged by FACTS of \$41 for monthly, \$10 for semester or free for annual payments.** ***Families choosing an annual draft date of June 1st are entitled to a 3% tuition discount Families new to FACTS at Cardinal Newman must electronically enroll in the program by no later than May 1, 2017.***
- ___ Annual
___ Semester
___ Monthly
- Option 5 **ANNUAL VISA Credit Card Payment.** Cardinal Newman School will not be using FACTS Management to process VISA payments. Families choosing to pay their tuition with VISA must pay by no later than Friday, June 1, 2018. They must choose one annual payment and use the school processing system for this option. Families paying their tuition in full using VISA are **NOT entitled to a 3% tuition discount.** To pay, please contact Meredith Patten, Finance Director before June 1, 2018.

I agree to make tuition payments for the 2018-2019 school year according to one of the options above.

Responsible Party Signature Date

This form must be returned in order for Cardinal Newman School to complete your child(ren)'s registration process for the 2018-2019 school year. Failure to return this form and complete the necessary enrollment in your chosen FACTS Management Program will result in the loss of student scheduling priorities. Families who are currently enrolled in FACTS Management will be electronically reenrolled by Cardinal Newman School but they must return this form for the registration process to be complete.

***The Responsible Party is the person who will be responsible for making tuition payments to Cardinal Newman School.**