

The de Paul School

2010-2011 Enrollment Agreement – FAQ and Checklist

Thank you for selecting the de Paul School for your child's education. This Check list will help as you complete the Enrollment Agreement. This document is not a part of the enrollment agreement and is offered for informational purposes only. Please contact the de Paul School Admissions Office to receive a complete enrollment packet.

Please read the complete Enrollment Agreement before you complete or sign anything.

Frequently Asked Questions

How much does it cost to attend de Paul School?

Please refer to paragraph 19 of the enrollment agreement.

Total tuition is \$12,800 for school year 2010-2011. A \$500 non-refundable deposit is due with your application or financial assistance acceptance notice leaving a balance of \$12,300 which must be paid on or before July 1, 2010 via cash or check unless you opt for one of the multi-payment plans.

Multi-Payment plans include a payment plan administration fee of \$275 bringing your total cost for the year to \$13,075. After paying the non-refundable deposit of \$500, the balance to be paid via one of the payment plans will be \$12,575.

Tuition does not include supplies fees, athletic fees, or any other student related fees such as field trips or overnight student trips, athletics fees, or the school lunch program. These fees must be paid by cash, check, or credit card when they occur or in advance of the due date. **If advance payment is not received fees will be submitted to your bank via direct debit on the due date.** The de Paul School does not accept credit or debit card payments for tuition or tuition deposits.

New This year ↑

Is Financial Aid or Financial Assistance Available through the de Paul School?

Yes. The de Paul School provides financial assistance to families in need who apply to FACTS Grant & Aid Assessment service and are determined to have a need based on criteria set by FACTS and The de Paul School. The amount of assistance available each year is based on the generous donations of our constituents and the fund raising efforts of the de Paul School Development office during the previous school year and greatly impacts our ability each year to provide assistance to families truly in need. Funds are limited and awards may vary greatly from year to year and generally do not exceed 50% of total tuition for a single student.

I am applying for financial assistance using FACTS. What is my obligation to pay the advance deposit?

If you have applied for financial assistance through FACTS (www.factstuitionaid.com) you may defer the payment of the \$500.00 non-refundable deposit until after you are notified of eligibility. Eligibility notices will be mailed to all FACTS applicants on Friday, April 16, 2010. **The completed form and the**

\$500.00 non-refundable deposit must be submitted to the school office on or before 4:00 p.m., Wednesday, April 23, 2010.

You must initiate the FACTS application before submitting the de Paul School Enrollment Agreement to be eligible for deferred payment of the non-refundable deposit. When applying to FACTS you will be required to pay a \$25.00 application fee to FACTS and you are required to submit copies of **2009 W-2's and copies of completed 2009 tax returns** to FACTS before eligibility can be determined. You may begin the application process and submit the tax returns at a later date. However, you must submit all required tax documents to FACTS on or before **March 12, 2010** to be considered for financial assistance.

I am applying for admission and/or financial assistance after the March 12, 2010 deadline. Will I be able to apply for financial assistance?

Yes, you may apply for financial assistance after the deadline for first round awards. However, funds available depend on the amounts remaining in our financial assistance pool as described above. Please contact the de Paul School business office with questions about available financial assistance after our first round deadline.

What is my obligation to pay tuition?

All tuition deposits are non-refundable.

You may withdraw your application before July 1, 2010 if you provide written notice to the admissions office on or before July 1, 2010. Any deposits will be forfeited and any prepaid tuition will be refunded to you.

After July 1, 2010 the full amount of tuition and all fees is due and payable on the schedule you select in the enrollment agreement. If your child leaves de Paul, for any reason, the full amount of tuition and all fees for the school year are payable in full. No refunds of tuition will be given to students who do not complete the full school year.

The de Paul School's tuition is far less than tuitions of similar schools throughout the country. Over 85% of our school's fiscal resources are realized through tuition payments. When our Board budgeted and set tuition for the coming year, School Year 2010-2011, it estimated *student enrollment* and the *expected overall cost of meeting our students' needs*. By committing your family to prompt and full tuition payment through the financial agreement, you directly support the Board-approved plan to provide our services to all of our students for the entirety of the school year.

What are my options for paying tuition costs?

Please refer to paragraph 19 of the enrollment agreement.

You must remit a non-refundable deposit of \$500 with this application. You may pay the deposit by check, cash, or money order (credit/debit cards are not accepted). If you have filed a tuition assistance application with FACTS you may defer payment of the deposit until you receive notice that your student has received or has been denied a financial assistance award. The non-refundable deposit must be remitted with your signed financial assistance acceptance/rejection notice.

1. You may pay the balance (after deposits) of the program costs by check, cash, or money order (credit/debit cards are not accepted) on or before July 1, 2010.

2. You may apply for a student loan with one of the school's providers. Options include long term and multi-year tuition loans. Brochures are available in the business office; however, we recommend that you go to each provider's website for complete information and to begin the application process.

YourTuitionSolution – www.yourtutionsolution.com

Sallie Mae – www.salliemae.com/k12loan (Use school contact Name: Emma Stein)

3. You may pay the balance (after deposits) of the program costs in two, ten or twelve payments. A payment plan administration fee of \$275 will be added to the account balance. Please refer to paragraph 19 of the enrollment agreement for payment amounts and due dates.

I have selected the Two Payment Plan. When are payments due and how much are the payments?

Payments must be made through a direct debit arrangement with your financial institution (your bank) and will be deducted from your account. Be sure to complete paragraph 19 and attach a voided check or deposit slip as indicated.

Your first payment of \$6,287.50 will be deducted from your account on **July 5, 2010**

Your second payment of \$6,287.50 will be deducted from your account on **December 6, 2010**

Be sure to review paragraph 9 – a \$30.00 fee will be added to your account if your financial institution should refuse the direct debit request for any reason. Rejected payments and the fee will be resubmitted on the next scheduled payment date – the 5th or 20th day of the current or next month, whichever occurs first.

I have selected the Ten Payment Plan. When are payments due and how much are the payments?

Monthly payments of \$1,257.50 must be made through a direct debit arrangement with your financial institution (your bank) and will be deducted from your account. Be sure to complete paragraph 20. For checking accounts you must attach a voided check. For savings accounts, please attach a blank deposit slip. **Deposit slips will not be accepted for checking accounts.**

You may elect to have ten payments deducted from your account on the 5th or 20th day of each month beginning in July, 2010 and ending April, 2011

Be sure to review paragraph 9 – a \$30.00 fee will be added to your account if your financial institution should refuse the direct debit request for any reason. Rejected payments and the fee will be resubmitted on the next payment cycle date. If your payment is normally deducted on the 5th of the month, rejected payments will be rescheduled for the 20th of the month. If your payment is normally deducted on the 20th of the month, rejected payments will be rescheduled for the 5th of the following month.

I have selected the Twelve Payment Plan. When are payments due and how much are the payments?

Monthly payments of \$1,048 must be made through a direct debit arrangement with your financial institution (your bank) and will be deducted from your account. Be sure to complete paragraph 20. For checking accounts you must attach a voided check. For savings accounts, please attach a blank deposit slip. **Deposit slips will not be accepted for checking accounts.**

You may elect to have twelve payments deducted from your account on the 5th or 20th day of each month beginning in June, 2010 and ending May, 2011

Be sure to review paragraph 9 – a \$30.00 fee will be added to your account if your financial institution should refuse the direct debit request for any reason. Rejected payments and the fee will be resubmitted on the next payment cycle date. If your payment is normally deducted on the 5th of the month, rejected payments will be rescheduled for the 20th of the month. If your payment is normally deducted on the 20th of the month, rejected payments will be rescheduled for the 5th of the following month.

If my family receives a financial assistance award, how will that affect my tuition payments if I have elected a multi-payment plan?

The total award will be apportioned equally and credited to each monthly payment as long as your account is not past due. For example: You opt for the 12 month payment plan of \$1,048 per month and receive total financial assistance of \$4,800 or \$400.00 per month for the 12 month payment plan. Your payment obligation and the amount deducted from your account each month via direct debit would total \$648 (\$1,048 - \$400). The de Paul School reserves the right to rescind the full amount of financial assistance when a tuition account is past due.

Are payments for supplies, field trips, and other fees added to my monthly Direct Debit payments?

Supply fees, other activity fees, lunch program, and field trip fees **must be paid by check, credit card, or cash when they occur or in advance of the due date. If advance payment is not received, fees will be submitted to your bank via direct debit on the due date. All families are required to complete the direct debit agreement.**

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Who must sign the agreement?

Both parents must sign the agreement if married and living together.

Both parents must sign the agreement if legally, or otherwise, separated and living together or apart. You may be asked to provide a copy of the court order or other documentation to substantiate the separation before the school will accept the agreement.

Both parents must sign the agreement if divorced and if there is no court order indicating that one parent has sole custody and sole responsibility for the student. You may be asked to provide a copy of the court order or other documentation to substantiate the parental relationship or custodial arrangement before the school will accept the agreement.

If you are a legal guardian of the student, both parents must sign unless you can substantiate that you are the legal guardian and that parent(s) have no custody rights or responsibility for the student. You may be asked to provide a copy of the court order or other documentation to substantiate the guardian relationship before the school will accept the agreement.

Responsible party is someone who accepts responsibility for payment of tuition and fees. Parent signatures are also required per the above instructions.

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CHECKLIST

- Page 1 – Be sure to enter the student name
- Read the entire agreement
- Paragraph 2 – Be sure to check the box if you have applied for financial assistance and want to defer payment of the \$500.00 deposit
- Paragraph 19 – Select the desired payment plan
- Select the desired payment dates – Plans 10 & 12 Only
- Paragraph 21 – **you must complete this section.** A direct Debit agreement must be on file for all payers. Supplies fees, lunch program, athletics fees, educational trips, and other fees will be billed and submitted via direct debit to your bank account unless those fees are paid at the time of occurrence by check, credit card, or cash. Credit cards are not accepted for payment of tuition or tuition deposits.

New This year ↑

- Paragraph 21 – you **must attach a voided check** where indicated. Deposit slips are not acceptable for checking accounts.
- Page 5 – Complete all information on this page. Please print legibly.
- Page 4 – Sign the agreement. Both parents must sign the agreement. **Applications without both parent/guardian signatures will not be accepted and will be returned to the applicant.** Please attach written proof if you have a court order or other legal reason for a single agreement signature. Please refer to the FAQ for additional instructions.
- If a third party will be responsible for payments, the responsible party must provide the required information and must sign the agreement along with the parent(s) or guardian. Please refer to the FAQ for additional instructions.