



**ST. BEDE
CATHOLIC SCHOOL**

26910 Patrick Ave. Hayward, CA 94544
510-782-3444 ~510-782-2243 Fax
www.mystbede.org

ENROLLMENT CONTRACT 2015-2016

This signed contract is a condition of enrollment at St. Bede Catholic School for the 2015-2016 school year. This contract is to be signed by the parent(s)/guardian(s) of the student(s) listed below. Signing of this contract as well as initialing each section certifies that all parties are fully aware of the conditions as written in this Enrollment Contract.

Billing Information

Tuition Payment Responsibility Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Alt Phone (Cell): _____

Names of Children Registering	Entering Grade

St. Bede Catholic School agrees to provide your child(ren) with the best possible Catholic education. By signing this enrollment contract, the parent(s)/guardian(s) agrees to abide by the terms stated here on all pages as well as the terms stated in the parent/student handbook. All payments are due by the 1st of the month (unless the 1st falls on the weekend) and considered late after the 15th of the month. After a five-day grace period, accounts will be deemed delinquent and assessed a non-reversible late fee of \$35.00. A \$25.00 fee will be assessed for return checks, This policy is strictly enforced.

PAYMENT PLAN SELECTION

Please Initial In The Box Below The Tuition Payment Plan You Choose.

**** Parents of Oldest and Only Student in the 8th Grade Must Select the 10-Month Plan ****

Payment In Full	10-Month Plan	12-Month Plan
A 3% Discount will apply if paid before 09/01/15 . EXCLUDES CREDIT CARD PAYMENTS <input data-bbox="293 1749 370 1801" type="checkbox"/>	Payments are made beginning 08/03/15 and continue through 05/02/16 . 10 Equal Payments <input data-bbox="748 1749 824 1801" type="checkbox"/>	Payments are made beginning 07/01/15 and continue through 06/01/16 . 12 Equal Payments <input data-bbox="1198 1749 1274 1801" type="checkbox"/>

For Office Use Only Registration Fee Paid _____ _____ Cash	# of Students: _____ Total Paid: _____ Check #: _____
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REGISTRATION/TUITION POLICY

Each student that attends St. Bede Catholic School is required to pay a **non-refundable** registration fee of **\$350.00, due by May 1, 2015**. The registration fee includes:

Reg. Fee:

Initial

Estimated Fees (Some fees are dependent upon enrollment.)	Per Student
<u>Diocesan Fees</u>	
• Diocese of Oakland- Assessment Fee	\$75
• Catholic Television Network (CTN)	\$13
• Technology	\$4.50
• Principals Meetings & Administrators Conference	\$3.50
<u>Accreditation Fees</u>	
• School Procedural Review	\$5
• Western Association of Schools & Colleges (WASC) Membership	\$2
• Western Catholic Education Association (WCEA) Membership	\$1.50
<u>St Bede School Fees</u>	
• Supplies (books, instructional materials, expendables, office, PE)	\$156.80
• Student Accident Insurance	\$8.10
• Health Fee	\$6.60
• Curriculum Mapper	\$4.50
• ITBS Testing (Fall & Spring)	\$25
• PowerSchool	\$7.00
• School Reach	\$2.50
• STAR Enterprise Assessments	\$5.00
• Technology	\$30

Any family that has a prior year balance will not be allowed to register until the balance is paid in full. The Enrollment Contract must be completed, signed and returned with the registration fee no later than **May 1, 2015**.

TUITION RATES

Tuition rates for families are set according to the definitions as listed in the family handbook. The criteria for these rates are set by the Parish, not by the school. At the beginning of each school year, there is a small increase in tuition.

Tuition Rates:

Initial

ACTIVE PARISHONER RATE

(Criteria set by the Parish)

To be considered active parishioners of St. Bede Parish, families are expected to use their time, treasure and talent to support the Parish by financially supporting the Parish (a minimum of \$40.00 per month) in the first plate collection through the twelve (12) month calendar. Parish contributions are tax deductible.

To qualify for this rate, families must be registered and participate actively in the life of St. Bede Parish, this will be regularly confirmed by the Parish.

If participation in Parish services and ministries cease, tuition payments will change to the Catholic rate.

# of Children	2015-2016	10-Month Plan	12-Month Plan
1	\$6,485.00	\$648.50	\$540.42
2	\$10,888.00	\$1,088.80	\$907.33
3	\$13,672.00	\$1,367.20	\$1,139.33
4	\$16,980.00	\$1,698.00	\$1,415.00

CATHOLIC RATE

The Catholic rate applies to all Catholic families except those who qualify for the active parishioner rate of St. Bede Parish.

# of Children	2015-2016	10-Month Plan	12-Month Plan
1	\$7,553.00	\$755.30	\$629.42
2	\$12,465.00	\$1,246.50	\$1,038.75
3	\$16,303.00	\$1,630.30	\$1,358.58
4	\$20,089.00	\$2,008.90	\$1,674.08

NON-CATHOLIC RATE

The non-Catholic rate applied to families who are not Catholic.

# of Children	2015-2016	10-Month Plan	12-Month Plan
1	\$8,592.00	\$859.20	\$716.00
2	\$14,600.00	\$1,460.00	\$1,216.67
3	\$18,534.00	\$1,853.40	\$1,544.50

Please select one of the following (Subject to verification):

_____ Active Parishioner _____ Catholic _____ Non-Catholic

TUITION PAYMENTS

Tuition payments are due on the first of each month and considered late after the fifteenth of the month. A five-day grace period will be allowed. After the 20th of the month, a non-reversible late fee of \$35.00 will be assessed.

Additional payment options may be available. Please contact the Bookkeeper for additional information. Payments must be sent directly to St. Bede Catholic School. Payments can be mailed or paid in the school business office. Payment methods are as follows:

- Check
- Cash (Receipt will be provided)
- Credit Card (Excluding payment in full)
- Automatic Credit Card Deduction (Credit Card authorization required)
- Phone Payments (Credit Card only)

Tuition Payments:
<u>Initial</u>

In the event of any financial difficulty, it is the parent(s)/guardian(s) responsibility to communicate directly with the Principal. Should payment not arrive by the designated grace period, the account will be considered delinquent. Should a check be returned from the bank, an NSF fee of \$25.00 will be added to your account. Any tuition payment that is deemed delinquent will be subject to the Delinquent Tuition Policy process as listed in the Family Handbook. Families having serious difficulties meeting the tuition or other contractual obligations are expected to communicate with the Principal in a clear and timely manner. **All family accounts that are two-months behind at the end of the trimester, will not be readmitted into school until the balance is paid.**

All families of an oldest and only student in the 8th grade must select the 10-month plan for tuition. All financial responsibilities must be cleared by **May 20, 2016.**

MANDATORY FUNDRAISING POLICY

Fundraising:
<u>Initial</u>

As part of the 2015-2016 Enrollment Contract, it is mandatory for each family to participate in fundraising. Each family is required to earn a profit for the school equaling \$500.00. There will be six opportunities for families to earn the \$500.00 profit for the school. Each family will be able to decide what they would like to do to earn the profit. The available options are as follows:

- Direct Tax Deductible Donation – A single donation of \$500.00 by **December 16, 2015**.
- Payment Plan – A monthly payment plan option. (A separate form will need to be completed for this option.)
- EScrip / SHARES / TARGET – Families will continue to participate in earning profit through EScrip (Online shopping), SHARES points (Shopping at Food Maxx & Lucky), and TARGET (Debit or Credit Card sales designated profit to St. Bede Catholic School) (Online registration is required for this option)
- World's Finest Chocolate Bar Sales – SEPTEMBER – St. Bede Catholic School will kick off the World's Finest Chocolate Bar Sale. (Profit of 50% excluding shipping costs) (A separate form will need to be completed for this option.)
- Jog-A-Thon – OCTOBER – Our annual Jog-A-Thon will happen on 10/23/15. All proceeds from the Jog-A-Thon will go directly towards your Fundraising requirement. (A participation form and sponsor form will need to be completed for this option.)
- Christmas Gift Shop – NOVEMBER – We will kick off this fundraiser in late October and sell through November. Profits of 50% (Excluding shipping and sales tax) will be applied towards the fundraising requirement.

Mandatory Participation

Initial

MANDATORY FUNDRAISING POLICY CONTINUED

PLEASE CHOOSE THE FUNDRAISERS THAT YOU WOULD LIKE TO PARTICIPATE IN. You may choose any combination of the following:

- CANDY SALE – SEPTEMBER 2, 2015- END DATE (TBD) (50% PROFIT)**
- JOG-A-THON – OCTOBER 23, 2015 – PLEDGE SHEETS AND DONATIONS DUE BY OCTOBER 30, 2015 (100% PROFIT)**
- CHRISTMAS GIFT SHOP SALE – OCTOBER 26, 2015 – NOVEMBER 13, 2015 (50% PROFIT)**
- PAYMENT PLAN – MUST BE PAID IN FULL BY APRIL 29, 2016 (100% PROFIT)**
- PAYMENT IN FULL**

Mandatory Participation:

Initial

ALL MANDATORY FUNDRAISING MUST BE FULFILLED BY APRIL 29, 2016

PARISH FESTIVAL

It is mandatory for each family to purchase three (3) raffle tickets and contribute eight (8) hours of service at our annual Parish Festival held on **Fri, May 13, 2016-Sun, May 15, 2016**

MANDATORY MEETINGS / STUDENT PERFORMANCES / CRAB FEED DINNER

Mandatory Participation:

Initial

It is mandatory for parent(s)/guardians to attend the following: Student Registration Night in May, Back to School Night in September, Parent/Teacher Conferences in October, and the State of the School Report held in the spring. It is mandatory for all students to attend the following: The Christmas Concert in December, the Spring Concert, and the annual grade level Sunday Masses as designated. Each family is required to purchase or sell **one ticket** for our **Crab Feed on Sat, January 9, 2016.**

SERVICE HOURS POLICY

A minimum of thirty (30) hours, (fifteen (15) for one-parent families – as approved by the Principal) must be completed between **June 1, 2015 and May 31, 2016.**

A mandatory eight (8) hours of service must be earned at the St. Bede Parish Festival the third weekend in May. (These hours are included in the total hours)

All volunteers that work within the school or attend field trips must be cleared through LiveScan fingerprinting (Diocese of Oakland) as well as completing the Safe Environment Online Training or at a live seminar.

Service hours may not be transferred to another school family. Hours earned will be calculated by completing an approved service hour coupon, or being listed on a volunteer sign in sheet. **Families that are a no-show for hours that they have signed up for and do not give at least 24-hours (confirmed) notice of cancellation, will be charged \$25.00 for each hour they were scheduled to volunteer.** Service hours that are not completed at the end of the school year will be charged at \$25.00 per hour. (Festival hours not worked are charged in addition)

For a detailed description of service hour policy and procedures, please refer to the family handbook.

All final decisions rest with both the Pastor and the Principal regarding the policies listed in the Enrollment Contract and the Family Handbook. The Enrollment Contract and the Family Handbook are subject to change at the discretion of the Pastor and/or the Principal.

Service Hours:

Initial

I/We have read and understand this Enrollment Contract. I/We agree to the terms and requirements as set forth by St. Bede Catholic School and St. Bede Parish, as stated herein.

SIGNATURE

Compliance with this contract will result in enrollment for the 2015-2016 school year.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Principal Signature

Date

Pastor Signature

Date