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|  | **ST. MARK PRESCHOOL**  15724 Montrose Avenue – Cleveland, Ohio 44111  216-521-4115 stmarkwestpark.com  ***Preschool***  ***2021 - 2022 Tuition Payment Agreement*** |
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Please fill out the form, sign and return, with payment of processing fees, to the School Office by

**JANUARY 15, 2021**

**Family Information** (please print) ID #\_\_\_\_\_\_\_\_\_\_\_\_ (office use only)

Parent/Guardian #1 Name: click here to enter

Parent/Guardian #2 Name: click here to enter

***½ Day or***

***Full Day*** ***Student - First & Last Name*   *Processing Fee***

click here click here to enter $100

click here click here to enter $100

***Checks Made Payable to ST. MARK PARISH***  **Total Processing Fees: click here to enter**

I agree to pay St. Mark Catholic School the tuition and all fees for the attendance of my child(ren) as established by the school for the 2021 - 2022 school year. I elect to pay the tuition as follows:

**1/2 Day Tuition = $2,000 Full Day Tuition = $4,000**

***Please check the preferred payment method(s)***

**Payments for the following options can be made by credit card, debit card,**

**cash or check (made payable to St. Mark Parish).**

**One Full/Annual Payment:** Full/Annual payment due August 15, 2021

**Semi Annual Payment:** Semi Annual payments due August 15, 2021 and February 15, 2022

**10 Monthly Payments:** 10 Monthly payments due on the 15th of each month, beginning August 15, 2021 and continuing through May 15, 2022

**ADDITIONAL TERMS AND CONDITIONS**

1. I agree that all payments owed under this Agreement will be paid by the due date corresponding to the payment method(s) selected above. I understand and agree that, regardless of what payment option is selected, I am personally responsible for the payments and for ensuring that the tuition and fees are paid in full. Should I be late in making any payment, I understand that the following process will be followed:

a. I, and the other parents/guardians (if they are not me), will be notified of any payment not received.

b. I will be given 15 calendar days to bring the account to current status or meet with parish / school administration to have an adjusted payment agreement approved (not a guarantee and must be in writing and signed by the parish pastor or school principal).

c. If, within 15 calendar days, the account is not brought to current status, and an adjusted payment agreement is not agreed upon and approved by parish / school administration, the student enrollment will cease at the end of the current quarter, and the school may immediately take any action available and consistent with applicable law in order to collect unpaid tuition owed by me/us including but not limited to limiting access to field trips and extra-curricular activities, withholding academic transcripts, referral to a collection agency, and/or the institution of a civil lawsuit to recover the unpaid balance.

2. Any family with an unpaid Tuition and/or Fees balance for the current School Year will not be allowed to register for the following School Year and School records, diplomas or transcripts will not be released until the current year’s Tuition and Fees are paid, unless special arrangements have been made in writing and signed by the Parish pastor or School principal.

3. Prepaid Tuition will only be refunded in full if written notice of cancellation is received by the School before the first day that classes for the School year are scheduled to start. The Processing Fee is non-refundable.

4. Once the School year begins, Tuition refunds are made on a quarterly basis. Should a Student attend School during any portion of a quarter (one day or more), the full tuition amount for that quarter is owed and no portion of that quarter’s tuition will be refunded.

5. The Student(s) and Student's parents/guardians agree that they and their child(ren)/ward(s) will abide by the policies and guidelines as stated in the School handbook.

6. Returned checks: If two checks are returned for insufficient funds, the school will no longer accept personal checks and you will be required to pay in cash, with a certified check from a local bank, or through an approved electronic payment provider (such as FACTS) at the school’s discretion.

7. I understand that the School will not reserve a place for my child(ren) for the upcoming school year until after I have returned a completed and signed Tuition Agreement, plus the processing fees, and, if applicable, an agreement has been created for semi-annual or monthly tuition payments. I further understand that my child’s/children’s eligibility for enrollment is conditioned upon (1) his/her/ successful completion of the current School Year; (2) full payment of all Tuition and fees owed for the current and/or prior School Years; and (3) acceptance by the school. I understand that the School reserves the right to deny admission or enrollment for any lawful reason.

By signing below, I agree that I have read and understand all of the terms and conditions contained in this agreement, and I agree to be personally bound by those terms and conditions.

*By typing my name below, which shall constitute my electronic signature, I acknowledge that I am the parent or legal guardian of the Child(ren) named in this registration and have the authority to sign this document and act on his/her or their behalf.  I agree that my electronic signature is intended to authenticate this writing and to have the same force and effect as my manual signature.*

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| click here to enter  **Signature Parent/Guardian #1**    **click here to enter**  **Mailing Address**  **click here to enter**  **Email Address**  **click here to enter** click here  **Telephone Date** | **click here to enter**  **Signature Parent/Guardian #2**    **click here to enter**  **Mailing Address (if different from Parent/Guardian #1)**  **click here to enter**  **Email Address**  **click here to enter** click here  **Telephone Date** |