

CEC NEW FAMILY CONTRACT 2017 – 2018

Sacred Heart Academy
1200 Dayton Street SW
Grand Rapids, MI 49504

PARENTS' NAMES: _____

ADDRESS: _____ CITY: _____ ZIP: _____

HOME/CELL: _____ WORK: _____

EMAIL: _____

IF A REGISTERED PARISHIONER, SPECIFY HOME PARISH: _____

1. Select the courses in which each student will be enrolled. All courses meet twice weekly on Tuesday and Thursday, unless otherwise indicated. 2nd-4th graders are only eligible for all-day enrollment.

<u>2nd-4th Grade Course Descriptions</u>		
1 - Reading	Students are placed in skill-based reading groups covering 2 nd -4 th grade reading lists. Neither grammar nor handwriting are covered. Placement is based on parent discretion and instructor recommendation.	
2 - Math	Singapore Math 2, 3, and 4 offered. Placement test recommended for new students.	
3 - Latin	2 nd – Song School Latin I and II	3 rd /4 th – Latina Christiana I - OR - Latina Christiana II
4 - Music	2 nd – Ward Method	3 rd /4 th – Ward Method
5 - Science	2 nd – Nature Studies, Year B	3 rd /4 th – Earth & Space Science
6 - History	2 nd – Classical History	3 rd /4 th – American History

Notes: Parents will be provided a guide for work in Reading and Math to be completed on Monday, Wednesday, and Friday, to ensure that students receive a complete course in these subjects. No homework will be assigned for 2nd graders in history, science, or Latin.

There are no 1st grade CEC courses offered. Students in 2nd-4th grade are only eligible for all-day enrollment.
No prior experience with Latin or Ward Method choral method is required for success in the 3rd/4th level courses.

	<u>Courses Offered to 5th-8th Graders</u>	
	5 th -6 th	7 th -8 th
1 - 8:30-9:39	Medieval Literature	Latin
2 - 9:42-10:46	Nature Studies (Year B)	Modern Literary Classics II
3 - 10:49-11:53	Choir	Physical Science
4 - 12:56-2:00	Medieval History	American History
5 - 2:03-3:07	Latin	Choir
6 - 3:10-3:15	Homeroom	Homeroom

	<u>Courses Offered to 9th-12th Graders (Tuesday/Thursday)</u>	
	9 th -10 th	11 th -12 th
1 - 8:30-9:39	Choir	Chemistry
2 - 9:42-10:46	Biology	Latin 3
3 - 10:49-11:53	Medieval History	American Literature
4 - 12:56-2:00	Latin 1 or 2	Choir
5 - 2:03-3:07	Medieval Literature	American History
6 - 3:10-3:15	Homeroom	Homeroom

	<u>Courses Offered to 9th-12th Graders (Monday/Wednesday)</u>	
1 - 8:30-9:39	Grammar & Composition	
2 - 9:42-10:46	Apologetics	

General Note: Grade levels specified for each course serve as general guidelines. Student placement is a matter left to the discretion of the parent and the instructor. The Academy reserves the right to cancel classes with fewer than 10 students enrolled.

Parents must purchase materials, not to exceed \$60 per course, for each class in which their children are enrolled. Required materials **must be purchased prior to the first day of class** and are retained as the property of the student at the conclusion of the course.

2. **List the courses, if any, in which each child will NOT enroll.** For 5th-12th grades periods in which students are not enrolled will be spent in study hall. A fee of \$575 is assessed for each additional study hall beyond the first. 9-12th M/W classes will be added only to the schedules of those who indicate a M/W tuition adjustment below.

STUDENT NAME	ENTERING GRADE	PERIODS SPENT IN STUDY HALL*
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

3. **Use the chart below to determine the cost of tuition for your family. When determining tuition, consider the number of courses purchased as the total of all courses purchased for all students in a given family.**

<u>Courses Purchased</u>	<u>Annual Tuesday/Thursday Tuition*</u>	<u>Annual Monday/Wednesday Tuition*</u>
1 or 2 course purchased	\$575 each	\$400 for 1 course
3 courses purchased	\$525 each	\$700 for 2 courses
1 Child Cap	\$1,975	N/A
Family Cap	\$5,350	N/A
2 nd or more Study Halls **	\$575 each (caps do not apply)	N/A

* The courses offered on Monday/Wednesday are priced in addition to the Tuesday/Thursday tuition schedule. Thus, the family cap or 1 child cap rates do not apply to the Monday/Wednesday classes. If a family only enrolls on the Monday/Wednesday schedule, the annual tuition rates for the Tuesday/Thursday schedule apply to that enrollment.

** Study Hall. Each student, 5th-12th grade, may elect up to one study hall at no additional cost. For each study hall selected beyond the first, an additional course fee of \$575 will be assessed. **The child and family caps do not apply for study hall fees.** Students must be enrolled in a class or study hall for each period of the day they are at the school.

4. **Prayerfully consider the role of tuition in sustaining Catholic education.**

As a ministry of Sacred Heart of Jesus Parish, we strive to provide a much-needed service to families in a way that is both charitable and sustainable. In order to continue our educational ministry, it is necessary to establish and collect tuition in a manner that is reasonable and efficient, respecting the collegial relationship between parent and academy.

Sacred Heart Academy endeavors to support and encourage a culture of life by making tuition affordable for all families. As such, we have created tuition caps both by student and by family. Understandably, this means that the cost of education (as detailed below) is significantly more than the tuition assessed.

	Cost Per Student (16-17)
Annual Expenses	\$3,269
Ave. Annual Tuition	\$1,901
Donor Support	\$1,368

We ask you to prayerfully consider any additional amounts your family can contribute above the base tuition amount. Anything contributed above that amount is fully tax deductible. The donation can be paid upfront or over the course of the year.

Donations are a key part of our school funding and needed to keep our school financially viable. Additionally, because the parish weekly collections help to support the school, an out-of-parish rate is necessary. An incremental \$125 **per student** to a maximum amount of \$250 is assessed to all families enrolled in the CEC program who are not members of the parish.

5. Please fill in the following table to determine the total amount due. Please note any scholarship award information will be loaded into SMART tuition when the award determination is finalized. You must use the designated financial aid process to be considered for any financial assistance.

Student Name and Grade Level	Annual Tuition
_____	\$ _____ <i>(Tuition per student is capped at \$1,975 per year for Tuesday/Thursday courses, Monday/Wednesday courses are additional as noted above)</i>
_____	+ \$ _____
_____	+ \$ _____
_____	+ \$ _____
_____	+ \$ _____
_____	+ \$ _____
_____	+ \$ _____
	+ \$ _____ Non-Refundable Registration Fee (\$100)
SUB-TOTAL =	\$ _____ <i>(Family tuition total capped at \$5350 per year for Tuesday/Thursday courses, Monday/Wednesday courses are additional as noted above)</i>
	+ \$ _____ Out-Of-Parish Rate (\$125/child, \$250 max/family)
	+ \$ _____ Annual Study Hall Fees (\$575/child for each daily study hall in excess of one)
	+ \$ _____ Tax-Deductible Donation
FINAL TOTAL =	\$ _____

6. Check the payment option that your family will be using below.

- ___ Option 1: Full payment – Due July 1st to SMART Tuition
- ___ Option 2: Semester Payments – Two equal installments due July 1st and February 1st to SMART Tuition
- ___ Option 3: 10 month payment plan (June – March) Payments due on agreed upon date with SMART Tuition
- ___ Option 4: 11 month payment plan (June – April) Payments due on agreed upon date with SMART Tuition

Enrollment Procedures and Policies:

Open Enrollment begins on February 15th. The total number of new students accepted by Sacred Heart Academy is determined by the number of available spots on February 15th. Any students who have been granted admission prior to June 1st must have made their initial payment to SMART Tuition –OR– have paid their annual tuition in full by July 1st. Students whose accounts are not paid current as of July 1st will forfeit their enrollment priority status.

Sacred Heart of Jesus Parish on behalf of Sacred Heart Academy reserves the right to pursue collections on any delinquent account. Accounts become delinquent when they are more than 30 days past due. If collections are pursued, any and all collection and attorney fees along with 1.5% fee will be added to any balance owed. Families that elect to transfer to another educational facility prior to the end of the school year will be responsible for the payment of the entire contract amount.

Whenever multiple applicants are in contention for an open seat at Sacred Heart Academy, the following Order of Priority for Admission will be followed. This policy seeks to show proper respect for the applicants and to better allow Sacred Heart Academy to fulfill its mission as a parochial school. First priority will be given to currently enrolled students, then to registered parishioners of Sacred Heart of Jesus Parish not currently enrolled at the academy, then to out-of-parish families who are not currently enrolled in diocesan schools, and finally to out-of-parish families currently enrolled in diocesan schools. During periods of Open Enrollment (see above) current full-time and part-time students who have not re-enrolled will be considered in their proper place in the latter three categories.

Considerations for “Late” Enrollments:

If space exists, we will consider enrollment of students after the start of the school year. For many subjects, such an enrollment, depending on how late in the year it occurs, can be accommodated without a burdensome level of make-up work. There are subjects, however, which by their nature build throughout the course of the school year. Preparing a new student to effectively accomplish these subjects, such as Latin, may require additional family investments of time and expense proportional to the length of time elapsed in the school year.

Additional Policies:

Families electing to terminate enrollment prior to the end of a given semester and after the first day of class for that semester will be responsible for the payment of the entire contract amount for the semester.

Schedule Changes: Sacred Heart Academy is pleased to offer a range of course scheduling options to assist parents in the formation of their children. Doing so effectively requires a significant planning effort. Accordingly, the Academy cannot accommodate scheduling changes after July 1st without significant administrative burden. Therefore, all schedule changes must be requested prior to July 1st. After July 1st, an administrative fee of \$100 per course will be applied for any requested schedule change. After the third class meeting, any schedule changes will incur an administrative fee of \$300 per course for any requested schedule change. Any course may be dropped without academic penalty after the year begins only prior to the fifth class meeting. After that time, students will receive a grade (incomplete or “F”, depending on grade level) for any courses that they cease to attend. No student may be added to a course after the fifth class meeting. All dropped and added courses must be approved by the instructor(s) concerned, the administration of Sacred Heart Academy, and the enrollment officer. This policy applies to all courses which are one year long and all courses which are one semester long and take place in the first semester. If a one-semester course takes place in the second semester, the policy applies to that semester and the cut-off date for a free course change is December 1st.

Sacred Heart of Jesus Parish, on behalf of Sacred Heart Academy, reserves the right to pursue collections on any delinquent account. Accounts become delinquent when they are more than 30 days past due. If collections are pursued, any and all fees associated with collections along with 1.5% penalty per month will be added to any balance owed.

I am aware of the policies governing enrollment, tuition, and other expectations adopted by Sacred Heart Academy. I understand these policies and others outlined in the Sacred Heart Academy Family Handbook. I agree to submit the Family Handbook acknowledgment for 2017-18 when available.

SIGNED: _____

DATE: _____ ADMINISTRATOR'S SIGNATURE: _____

To apply for reduced tuition, please refer to the SMARTAID instructions which are available in the school office and on the school website. Be certain to submit SMARTAID applications directly to SMARTAID, not to the school office.

ONCE THIS CONTRACT IS COMPLETED, SIGNED, AND RETURNED WITH THE REGISTRATION FEE, A SEAT IN THE CHOSEN CLASSES WILL BE RESERVED. CLASSES ARE TYPICALLY CAPPED AT 18 STUDENTS; THEREAFTER STUDENTS ARE ADDED AT THE DISCRETION OF THE INSTRUCTOR AND THE ADMINISTRATION.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE SCHOOL OFFICE AT (616) 459-0948.

PLEASE NOTE:

Your complete application should include:

- A Family Data Sheet (Needed by current families only if changes to contact or emergency contact information have been made.)
- A Student Data Sheet for each child being enrolled (Needed by current families only if changes to contact or emergency contact information have been made.)
- Your registration fee
- Your signed Tuition Contract