

**ST. JOHN NEUMANN CATHOLIC SCHOOL (SJNCS)
LETTER OF UNDERSTANDING
I / We desire to have my / our child(ren) enrolled in
St. John Neumann Catholic School, as conditions of
enrollment, I / We understand and agree that:**

STUDENT(S) NAME(S):

1. I/We promise to pay to St. John Neumann Catholic School, the total amount of \$ _____ in accordance with the terms set forth below and in the Payment Plans attached hereto.
2. The budget for the school year is based on enrollment; tuition and fees are a charge which I/we **agree to pay in full**, whether my/our student(s), once registered, remain(s) in school the entire year or withdraw(s) for any reason, or is/are expelled. **Registration fees are non-refundable. All outstanding fees and charges owing to SJNCS from prior school years are to be paid in full by July 1, 2023.**
3. Registration and enrollment are not complete until all financial matters pertaining to the payment of tuition have been completed; **The Registration Fee of \$200 per K-8 CHILD is required regardless of the payment option selected. The registration fee of \$100 for Preschool/PreK is required at time of enrollment. Select your Tuition Payment Plan:**
 Payment of Tuition paid in full: Due August 10, 2023.
 Monthly Payments – Fixed Amount per Month with an annual payment plan fee of \$175 assessed for the monthly payment option and added into the cost of tuition. Monthly payment plan information form needs to be completed and is included herein by this reference. Selected Monthly payment plan is hereby incorporated by reference in the Letter. Monthly payments are due by the 10th of the month.
4. In addition to interest which may be charged on tuition time payments, a late payment fee of 5% of the payment may be charged for any tuition payment which is not made on/or before the due date;
5. If any check of mine/ours is returned to School unpaid, a \$20.00 service charge per check will be due the School;
6. If my/our account is referred to an attorney for collection, I/We agree to pay, in addition to the unpaid amounts owing, all costs of collection including reasonable attorney's fees, incurred by the School;
7. I/We have received a copy of the St. John Neumann Catholic School Registration and Information Packet for the upcoming school year;
8. Students attending St. John Neumann Catholic School are subject to dress, behavior, conduct and disciplinary procedures adopted by the Board of Directors.
9. By enrolling my/our child(ren) in St. John Neumann Catholic School, I/we hereby consent to the application of all school policies and procedures as adopted by the Board of Directors, to myself/ourselves and my/our child(ren);
10. Tuition and fees do not include the cost of individual student supplies (pencils, erasers, paper, jump drive, etc.)
11. Because tuition does not cover all the operating expenses of the school, parents are requested to assist with school functions or school related affairs. I/We acknowledge and understand that as a family with a student at St. John Neumann Catholic School, I/We will volunteer 30 hours of volunteer time for the 2023-2024 school year. I/We understand that if it is not possible to volunteer the full 30 hours, I/We have the option to buy out volunteer hours @ \$20.00 per hour as a donation to St. John Neumann Catholic School. For preschool parents, 10 volunteer hours are required per year.

Read and Agreed to this _____ day of _____, 2023.

Parent(s) Guardian Signature(s) _____

Personal Guarantee: The undersigned, jointly and severally, personally guarantee the Parents/Guardians' complete performance of all of their obligations as set forth above.

Personal Guarantor(s)

Personal Guarantor(s)