



BELLARMINE PREPARATORY SCHOOL

Tuition Enrollment Contract
2019-2020

Note: Tuition Billing & Payment Policies on back of this form

For existing students: If no information needs to be updated, please complete parent names, student information, then sign and date the contract on page 2.

Please Print

Name of Parent(s) _____
Father (First/Middle/ Last)

_____ Mother (First/Middle/ Last)

Father SS#: _____
Home Address _____

Mother SS#: _____
Home Address: _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Home phone: _____

Home phone: _____

Cell phone: _____

Cell phone: _____

E-mail address: _____

E-mail address: _____

Employer: _____

Employer: _____

Occupation: _____ Years _____

Occupation: _____ Years _____

Business Phone _____

Business Phone _____

Student(s) attending Bellarmine 2019-2020

First _____ Middle _____ Last _____

M ___ F ___ Birthdate _____ Nickname _____ Social Security # _____ Grade _____

First _____ Middle _____ Last _____

M ___ F ___ Birthdate _____ Nickname _____ Social Security # _____ Grade _____

First _____ Middle _____ Last _____

M ___ F ___ Birthdate _____ Nickname _____ Social Security # _____ Grade _____

Bill to Name (Required) _____

Bill to Address _____ City _____ State _____ Zip _____

In the event that normal school operation is affected by earthquake, flood, other natural disasters, war, terrorism, pandemic disease or other similar events which have long-term effect on Bellarmine's ability to provide educational services, then Bellarmine reserves the right to modify its usual operations and schedule by teaching through distance learning, extending the length of the school year, lengthening school days to make up for missed time or other modifications as Bellarmine deems appropriate. The student shall still be responsible for full tuition payment even if one or more of those modifications is made. If, as a result of emergency conditions, the school is closed for a period of four or more weeks and no educational services are provided through distance learning or the lost days are not made up through an extended school year or extended school days, then Bellarmine shall refund tuition on a pro rata basis determined by the number of weeks for which no instruction is provided divided by the total number of weeks in that scheduled school year.

No information regarding the payment of tuition or any amount owed will be provided to anyone other than the Responsible Party, Bellarmine staff and any entity or person involved in the collection of past due tuition without the written authorization of the Responsible Party or legal process.



BELLARMINE PREPARATORY SCHOOL

Tuition Billing and Payment Policies
Academic Year 2019-2020

Enrollment Deposit (non-refundable)	Date billed	Date Due	
10% of Tuition			
Current Students	March 31, 2019	April 30, 2019	\$ 1,640*
New Students		Due at Registration	\$ 1,640*

PAYMENT PLAN OPTIONS (for balance of tuition, less enrollment deposit)

Full payment before August 5, 2019	\$100 discount	\$ 14,664.00*
Two payments of balance, August 5, 2019 and January 5, 2019	\$50 discount	\$ 14,714.00*
10-month payment plan, July 5, 2019 through April 5 th , 2020		\$ 1,476.40* per month

*less tuition assistance, if applicable

FACTS offers the Peace of Mind Benefit: this optional benefit is payable upon the death of either the responsible party (plan owner) or their legal spouse. This plan is not offered if you pay tuition in full. The fee for this benefit is \$20.

Note: The tuition collection policy as resolved by the Board of Directors is: "those accounts which are considered past due will not be permitted to attend the following semester."

The 10% Enrollment Deposit (non-refundable), which must be paid within 30 days of billing for current students and at Registration for incoming students.

Bellarmino is now partnering with FACTS for tuition billing. Tuition payment due dates will be determined in advance based on your selected payment plan. All other ancillary fees will be billed 30 days prior to their due date. A finance charge of 1% will be applied when the account becomes past due.

Tuition Refund Policy:

- 10% Enrollment Deposit = non-refundable
- Withdraw between August 1, 2019 and prior to first day of school=5% (\$ 738) of the remaining 90% of tuition is non-refundable.
- Withdraw between first day of school and end of the first semester=50% (\$ 7,382) of the remaining 90% of tuition is non-refundable.
- All tuition and fees are due for withdrawal after first semester

I, the undersigned, take full responsibility for the above-named student(s) tuition and fees. Bellarmine will receive the total tuition due according to the payment schedule & refund policies (see above). I agree to pay a finance charge of 1% per month on the unpaid balance over 90 days. If the account is over 90 days past due and satisfactory arrangements are not made, then the balance of the account is subject to collection agency referral. If this account is referred for collection, I agree to pay reasonable attorney's fees and applicable court costs.

Notwithstanding the fact that the student may be allowed to attend school, final grades and transcripts will not be issued by the school until all tuition and fee payments required by the contract have been paid in full.

Name of Parent(s) or Responsible Party	/
	(Please Print)
Signature of Parent(s) or Responsible Party (Required)	/
Signature(s) of Student(s) (Required)	
Date	

Note: The above-named students are not officially enrolled until this form is signed by the responsible party and the student(s) and returned to Bellarmine.

No information regarding the payment of tuition or any amount owed will be provided to anyone other than the Responsible Party, Bellarmine staff and any entity or person involved in the collection of past due tuition without the written authorization of the Responsible Party or legal process.