

GRAND RAPIDS CATHOLIC SECONDARY SCHOOLS

360 Division Ave. S - Grand Rapids, MI 49503-4539 – (616) 233-5978

(office use only)

Family Acct #: _____

Parish Acct #: _____

Payment Plan: _____

2010 - 2011 TUITION CONTRACT

ALL FAMILIES NEW OR CURRENT MUST COMPLETE THIS FORM

School (check one): Catholic Central West Catholic

Previous School: _____

Person to be billed: _____
Last First Spouse

Address: _____
Street City Zip

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parish: _____ New Family to Catholic Secondary Schools? Yes No

Student Information:

Last: _____ First: _____ Grade: _____

Parent or Guardian (if different from billed): _____

Address: _____
Street City Zip

TUITION ASSISTANCE

Families needing tuition assistance may fill out and mail a PSAS application available at the school office or Catholic Secondary Business Office. Please check the appropriate line on the reverse side of this form.

TUITION PAYMENT PROCEDURE

Grand Rapids Catholic Secondary Schools' billing cycle runs from July through April (10 months). Two payment options are offered to our parents:

- **PREPAY** – parents who prepay their full tuition by June 30 will receive a \$100 discount (when mailing in your prepaid tuition, please deduct the \$100 discount from your total payment).
- **Tuition Management Systems** - This is the **mandatory monthly payment method**. TMS Authorization form is required to be on file. This form will be used for the duration of your child's tenure in our schools. **Please be certain that the information provided on the authorization form is correct.**
 - Tuition payments will be due on the 5th or 20th of each month or the next business day. (Authorization forms must be received no later than May 30 to implement the Tuition Management System (TMS) Payment Program.

- You may make a change to the amount of withdrawal as long as you notify the Catholic Secondary Schools' Business Office before the last working day of the prior month. **NO change will be allowed past the last working day of the month prior.**
- It is your responsibility to make good on that missed payment. Tuition collection procedures for delinquent accounts will begin in accordance with the Collection Policy, which is stated below.

COLLECTION POLICY

- 1) Students of families that are not current in tuition will not be permitted to take exams, which are held in January and June.
- 2) Seniors will not receive a Cap and Gown or Diploma until all tuition has been paid in full.
- 3) If tuition is owed for students who leave our schools, **TRANSCRIPTS WILL NOT BE FORWARDED.**

We will make every effort to work with our parents if a sincere attempt to keep tuition accounts current is apparent.

Communication and honesty is vital to the integrity of the financial relationship between Grand Rapids Catholic Secondary Schools and our parents.