



March 1, 2009

Dear Parents of St. Charles Students:

Thank you for choosing to send your children to our St. Charles Borromeo Catholic School. In establishing a tuition amount, we are trying to be sensitive to the finances of the school families as well as the entire parish. The St. Charles School Board and the St. Charles Finance Committee have recommended to us, and we have approved, the tuition and fee amounts below for St. Charles and Our Lady of Good Hope families with children enrolled in St. Charles Borromeo School. It has also been recommended and approved that the student fees (book & materials, technology, student insurance, playground & HASA), be added to the tuition and together these be paid in 12 monthly installments of equal amounts.

<u>Parishioner</u>	<u>Total</u>	<u>Monthly</u>
1 child <i>progressive</i> K	\$1632	\$136
1 child K-8	\$2448	\$204
2 children K-8	\$3960	\$330
3 children K-8	\$5364	\$447
4 children K-8	\$5580	\$465
5 children K-8	\$5760	\$480
 <u>Non-Parishioner</u>		
Per child K-8	\$4284	\$357

Although the amounts noted above, with respect to tuition, will be significantly less than the actual cost of education, we realize that a certain number of our parish school families will need financial assistance in order to give their children the opportunity of a Catholic education. We hope to make available sufficient financial assistance to families who have a legitimate economic need. The tuition assistance program policy is outlined on the reverse side of this paper, and a tuition assistance application form is being sent in this packet.

As a means to provide additional support to the tuition assistance program, we will be placing four envelopes, two in the spring, and two in the fall, with the general collection envelope packets. These will be sent to the entire parish so that those who wish to assist in directly funding the tuition assistance program will have an opportunity to do so. Additionally, the Hession-Canter Endowment, to which parishioners and friends of St. Charles are welcome to donate, has been established to directly assist in providing tuition aid.

The cost of educating each child at St. Charles Borromeo School, for the 2009-10 school year, is approximately \$4,284 per student. Tuition paid by parents covers less than half of the costs of running the school. The remainder of the school's operational costs, more than 50 percent, is paid through the generosity of the parish collections.

With this in mind, school families have a responsibility to generously support the needs of the parish through the regular use of the Sunday collection envelopes. The Diocese asks that all families be active and contributing members to receive financial subsidy from the parish for their school tuition. Using the tithing envelopes allows the Parish to accurately record contributions and acknowledge parishioner involvement. We thank you for your support, and are assured that we are doing all that is possible to make Catholic education a viable offering for the St. Charles Parish Community.

## **TUITION/FEES PAYMENT FOR 2009-10**

Please complete the forms in this packet and return to school via students or mail by April 1.

### **Pay in Full:**

1. Cash, check, money order, cashier check, or credit card by Friday, June 19
2. Please see Cece Dunderman at the Parish Office, Monday through Friday, 8:30 am – 4:30 pm

### **Pay Partial Payment:**

1. Cash, check, money order, cashier check, or credit card by April 24, with balance divided over 12 mos.
2. See Cece Dunderman at the Parish Office, Monday through Friday, 8:30 am – 4:30 pm
3. Payments will be by electronic debit (see enclosed authorization form due April 1)
4. The first withdrawal is on either May 5th or 20th, 2009.

### **Monthly payments:**

1. 12 equal monthly payments – May 2009 through April 2010
2. Payments will be by electronic debit (see enclosed authorization form due April 1)
3. First withdrawal is on either May 5th or 20<sup>th</sup>, 2009.

### **Electronic Withdrawals:**

1. Made on the 5<sup>th</sup> or the 20<sup>th</sup> of each month as preference is noted on the authorization form due April 1.

**Non-Sufficient Funds:** If there are not sufficient funds in the designated account to cover the electronic withdrawal, there may be a NSF charge applied to your account by your savings institution. Upon receipt of this notification, you will receive a phone call from the parish office to inform you that funds were not available. After notification by the parish office, another withdrawal will be initiated on the next withdrawal date (5<sup>th</sup> or 20<sup>th</sup>). At this time, if funds are still not available, you will receive a paper statement with an additional \$25 late fee for that particular month. An electronic withdrawal will be initiated on your next payment date at the regular monthly rate.

**\$CRIP Credit Vouchers:** May be submitted for tuition/fees/child care payments. The voucher must be submitted to Cece at the Parish Office at least two weeks before your next designated electronic withdrawal date for credit to be applied. If not received in time, the deduction will be taken from the following month's automatic withdrawal.

## **TUITION ASSISTANCE PROGRAM ADMINISTRATION – Please, all forms due April 1st**

- The Pastor selects two trusted parishioners to review, in confidence, all applications.
- The Pastor will have final determination of the amounts awarded and will notify the tuition administrator of the remaining amount of tuition that will be paid by those families receiving assistance funds.
- The tuition assistance application is included with this spring registration packet provided to all school families
- All applications for assistance are to be submitted to the Pastor by April 1. Sorry, no exceptions.
- All applications must have attached the parents' federal income tax form (1040) and W-2 forms.
- If the income tax form is not attached, the application will be considered received past the April 1 deadline.
- Families who receive tuition assistance will be notified by May 5th of the amount granted, and an adjustment will be made to the monthly payments.

Thank you for the sacrifices you make to provide this Catholic education for your child/ren. This gift of Faith, which you share with your children, is the greatest gift you can give after the gift of life. Know that you and your family are remembered in our prayers daily.

Sincerely in Christ,

Monsignor John N. Suelzer  
Pastor

Mr. Robert Sordelet  
Principal