

2012-2013 FINANCIAL OBLIGATION AGREEMENT
Bishop Luers High School 333 East Paulding Road, Fort Wayne, IN 46816

Dear Parent/Guardian: We are providing this Financial Obligation Agreement so that the student's family and the school have a written agreement regarding the responsibility of the financial obligation for a Catholic education at BLHS. If you have any questions, please call the Business Office at 456-1261. See separate paperwork stating tuition & all fees to be paid.

Please read this carefully, complete each section, sign, date & return with registration fee of \$120. (Begin 4/1/12 - \$150)
Registration fee is non-refundable.

PARENT/STUDENT INFORMATION

PARENT(S)/GUARDIAN(S) _____ PHONE _____
ADDRESS _____ WORK # _____
CITY _____ STATE _____ ZIP _____ CELL # _____

STUDENT(S) & GRADE _____
(STUDENT 1 / Grade) (STUDENT 2 / Grade) (STUDENT 3 / Grade)

METHOD OF PAYMENTS

*(You **MUST SELECT** one of the three options of payment listed below. **Please circle the option selected.**)*

OPTION 1: Full amount due to BLHS on or before **August 15, 2012**. Remit payment to Bishop Luers by Cash, Check, or Money Order **Or Online FACTS ACH draft from Bank Account or Credit Card (must be drafted in August)** (Master Card, Discover and American Express credit cards accepted). *(Note, if the full amount is not paid by August deadline, you will need to select Option 2 or 3 and Late Fees will be assessed.)*

OPTION 2: Semi-Annual FACTS Payment Plan (Automatic ACH Draft from bank a/c or credit card). Pay one-half the balance in July, 2012, and December, 2012. There is a **\$75 service charge** added to your balance for carrying the unpaid balance for a period of time. Payments are made by ACH bank account draft or credit card account only for this option. **Must Complete the FACTS Automatic Payment Agreement On-Line**. Late Fees assessed if payments not received on-time.

OPTION 3: Monthly or Quarterly FACTS Payment Plan (Automatic ACH Draft from bank a/c or credit card). Pay balance over a 10 or 4 month period July, 2012 through April, 2013. There is a **\$100 service charge** added to your balance for carrying the balance over the school year. Payments are made by ACH bank account draft or credit card account draft only for this option. **Must Complete a FACTS Automatic Payment Agreement On-Line**. Late Fees will be assessed if payments are not received on-time.

NOTE: NO CREDIT CARD PAYMENTS ACCEPTED AT BLHS. ALL CREDIT CARD PAYMENTS PROCESSED BY FACTS MANAGEMENT FOR TUITION AND FEES.

PARISH INFORMATION

*(You **must complete** this information to determine your tuition rate)*

Registered/Active Member of Diocesan parish: _____ (Parish Name)

Not a member of Diocesan parish. _____ (Please check here)

DIOCESAN EMPLOYEE INFORMATION

Note: Parish employees and Volunteers are not included.

I am a **Teacher/Staff** employee in **Diocesan School** _____ (Name of school & position)

I am a paid **Chancery Office Employee** _____ (Name of Office & position)

Employee Information Form must be completed by teacher/staff member and pastor/principal in order to receive the Tuition Reduction Credit in accordance with Diocesan Policy #P3350. Forms are available in the Business Office.

Signature (Parent/Guardian)

Date

WITHDRAWAL POLICY: If a student withdraws (voluntarily or otherwise) from Bishop Luers, *all fees must be paid in full and correct quarters of tuition paid at time of withdrawal in order to release transcripts*. An exit interview with the parent(s) must take place with the Principal or the Assistant Principal at the time the student is withdrawing. Note, if tuition and fees were paid in full, all remaining quarters of tuition paid will be refunded. There will be no refund for any fees.