

TRINITY CATHOLIC ACADEMY

Lower Campus: 631 N. Main Street ♦ Brockton, Massachusetts 02301

Upper Campus: 37 Erie Ave ♦ Brockton, Massachusetts 02302

2020-2021

Please circle the Grade for which you wish to apply: PS PK K 1 2 3 4 5 6 7 8
*Age child MUST BE by August 31, 2020 *3 *4 *5

STUDENT INFORMATION

Student Name: _____
Last Name First Name Middle Name

Student Address: _____
Street City State Zip Code + 4

Gender: _____ **Date of Birth:** _____ **Place of Birth:** _____
Certified

Religion: _____ **Student Race/Ethnicity:** _____ **Primary Language Spoken at home:** _____

Date of Baptism: _____ **Church of Baptism:** _____ **Home Parish:** _____
Certified

School (2019-2020): _____ **Grade (2019-2020):** _____

Siblings attending TCA: _____ **Grade:** _____
_____ **Grade:** _____
_____ **Grade:** _____

Student lives with: _____ **Both Parents** _____ **Birth Mother** _____ **Birth Father** _____ **Other**

If someone other than the parent(s) is legally responsible for the child, please list below:

Name	Street Address	City/State/Zip Code + 4	Phone Number	Relationship
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FAMILY INFORMATION

Mother/Guardian 1 – Legal Name _____
Last Name First Name

Address: _____
Street City State Zip Code + 4

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

Email: _____ **Occupation:** _____

Maiden Name: _____ **Place of Birth:** _____
City/State/Country

Relationship to Student: _____ **Religion:** _____

Father/Guardian 2 – Legal Name _____
Last Name First Name

Address: _____
Street City State Zip Code + 4

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

Email: _____ **Occupation:** _____

Place of Birth: _____ **Religion:** _____ **Relationship to Student:** _____
City/State/Country

ADDITIONAL STUDENT INFORMATION

Has your child ever been placed on an Individual Education Plan (IEP) or had a CORE Evaluation? Yes ___ No ___

* If yes, please provide a copy with your application

Has your child ever been diagnosed with any learning disabilities? Yes ___ No ___

* If yes, please explain: _____

Has your child ever been suspended or expelled from school? Yes ___ No ___

* If yes, please explain: _____

Do you currently have and intend to use a State Child Care Voucher? Yes ___ No ___

Do you intend to use the: After School Program Yes ___ No ___

Do you intend to use the Brockton School Bus Transportation if eligibility requirements are met? Yes ___ No ___

DOCUMENTS NEEDED

In order for the student's application to be completed, the following documents must be received.

Registration Information Needed ~ All Students

- Financial Contract signature page
Immunization Record - up to date
Physical - within the year
TB Assessment - Document by Physician if Low Risk
Lead Test for Kindergarten only
Birth Certificate
Baptismal Record if student is Catholic
A copy of all Report cards received for current year and completed report card for prior year
A copy of all Standardized Test results
Date and Parish - First Penance and First Communion - Grade Three and above
Discipline Report from current school

SIGNATURE

By signing below, I certify the above information is accurate.

Name of Parent/Guardian (please print): _____

Signature of Parent/Guardian: _____ Date: _____

How did you hear about the Academy? Newspaper Ad Church Bulletin Website
Friends/Family Another Parent (Name):
Other (please specify):

Office Use Only

Registration Fee ~ \$ Please circle: Cash or Check # Date rec'd: Staff Initial

Documentation

Birth Certificate Baptismal Certificate Health Information Academic Record
Report Cards First Penance and First Communion Certificate ~ Date and Parish

Date of Completed File: Completed By:

Trinity Catholic Academy

Financial Responsibility Agreement 2020-2021

Tuition

All Tuition payments will be made through FACTS Tuition Management Company at <https://online.factsmgt.com>. Payments through FACTS Tuition must be made either through an automatic bank-to-bank transfer of funds from an authorized checking or savings account or by credit card. Please note that there is a 2.85% convenience fee for any credit card payments made. FACTS currently accepts MasterCard, American Express, and Discover.

Payment Options:

- ❖ **In Full:** One (1) single payment through FACTS Tuition made on July 5th or July 20th.
- ❖ **Semester Plan:** Two (2) biannual payments through a FACTS tuition payment plan paid on the 5th or the 20th of July and November.
- ❖ **10 Month Plan:** Ten (10) monthly payments through a FACTS tuition payment plan paid on the 5th or the 20th of each month starting in July and ending in April.
- ❖ **Biweekly Plan:** Biweekly payments, every Monday, beginning July 2nd and ending April 22nd.
- ❖ **12 Month Plan:** Twelve (12) monthly payments through a FACTS tuition payment plan paid on the 5th or the 20th of each month starting in May and ending in April. **NOT ELIGIBLE IF REGISTERING AFTER MARCH 31st**

- **Every family must be enrolled in a FACTS automatic payment plan in order to complete registration.**
- **No cash or checks will be accepted at the school, you must pay online.**
- **If you register for a payment plan after the start of that plan, you must make a deposit equivalent to all payments missed, in order to bring your account up to date.** *For example, if you register for school in September, you will need to make a deposit equivalent to three months of tuition in September (for July, August, and September).*

2020 - 2021 Annual Tuition Rates

Early Education Program

Preschool

<i>Five Days</i>	\$8,000
<i>Three Days</i>	\$5,165
<i>Two Days</i>	\$4,340

Pre-K	\$7,070
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Kindergarten* through Grade 8

One Student	\$5,470
Each additional student	\$4,870

**Additional \$50 for Kindergarten*

- Due to the high cost of the program, no family discounts are available for the Early Education Program.

Incidental Expenses

All payments for any incidentals that arise during the school year such as field trips, athletics, and after school clubs must be made online. You will receive an invoice when charges have been added to your student's account. These fees must be paid in full at the time the invoice is received, as they will not be automatically deducted by FACTS (unless you choose the AutoPay option). The incidental fees will be separate from your tuition payment. Incidental fees are due to FACTS by the date specified on the invoice (**do not send any payments to the school**). A late fee may be assessed if the payment is not received by FACTS by the due date.

2020-2021 Fee Schedule

Fee	Amount	Due Date	Notes
New Student Registration Fee	\$0	at the time of registration	per student; nonrefundable
Re-registration Fee	\$0	at the time of registration	per student; nonrefundable
Additional FACTS Account	\$50 per account	at the time of registration	applied if a family wishes to have multiple FACTS accounts
FACTS Payment Plan Extension	\$50 per account	July 1, 2021	for accounts with any balances extending past 6/30/21

Extended Day

All extended day charges will be billed through the FACTS automatic payment plan along with tuition. Payments are due every Monday. Additional information regarding the extended day program will be available at the beginning of the school year.

Financial Policies

Your student's enrollment is dependent upon a financial account in good standing. Should extenuating circumstances occur which inhibit a family's ability to pay any financial obligations, it is the responsibility of the family to contact the Tuition Manager as soon as possible to make alternate arrangements for payment.

No family may return to the school if payments for the previous school year, including all incidental fees, have not been paid in full. Past due balances may be pursued through legal action, and all associated fees will be the responsibility of the family.

No student's name will be added to a class list in August if a FACTS Agreement is not active and current by July 31st. If a response has not been received by July 31st, Trinity Catholic Academy will assume that you will not be returning, and your place will be offered to the next family on the waiting list.

Consequences for Delinquent Payments

In the interest of fairness to all our families struggling to send their children to a Catholic school and for us to keep our school financially viable, we must ensure that all tuition obligations are met as planned. Trinity Catholic Academy has a history of working in good faith with families in need, but families are in turn, obligated to communicate with the Academy leadership in committing to the stated tuition plans or agreeing to an acceptable plan in the event of financial difficulties.

Tuition is due by the due date stated in your tuition agreement with FACTS. Tuition is considered delinquent when a payment is missed or returned by your bank. You are responsible for contacting the Tuition Manager when a payment is missed to reschedule the payment. If payment is not made within the month that it is due, according to the payment plan you signed up for, your child's attendance at the Academy may be interrupted until your account is brought up to date.

Our incidental billings are done in arrears, and payment is due by the due date listed on each invoice. If an incidental account is delinquent, participation in all extracurricular activities will be interrupted until the account is brought up to date.

For any delinquency existing at May 30th:

- Students cannot take final exams and report cards will show an incomplete in each subject. In addition, eighth grade students will not be allowed to participate in graduation ceremonies or receive their diploma.
- Students will be removed from the registration list, if registered for the next year, and may be replaced by a family on the waiting list.

Students will not be accepted for the next school year until all prior year financial obligations are met.

Requesting Changes to Your FACTS Payment Plan

If you need to make changes to the payment withdrawal dates established in the FACTS agreement or other FACTS Program changes, please contact the Business Office by email. All changes must be made in writing. Be sure to allow no less than five (5) business days for the changes to be made before any due dates or times.

Returned or Non-Sufficient Funds Payments

If your payment is returned to FACTS because of insufficient funds, FACTS will attempt to take your payment for up to two (2) more times on the next available payment date. You will be charged a *returned payment fee of \$30* from FACTS. FACTS will notify you when the returned payment will reattempt along with the fee. (For example, a returned July 5th payment will reattempt on July 20th and will incur a monthly \$30 returned payment fee, and if returned again will reattempt August 5th resulting in **two (2) monthly returned payments fees of \$30** – July & August.)

- If a payment is returned to FACTS two (2) times you must sign onto your FACTS account and make a payment manually, immediately.
- If a check made out to Trinity Catholic Academy for any debt is returned because of insufficient funds you will be charged a *returned check fee of \$30* and will be asked to replace the check with certified funds. The fee must be paid immediately.

Withdrawals from the Academy

The Academy considers the cost of your child's education as a full school year expense. Books are purchased, teachers are hired, and classrooms are prepared in anticipation of each student's full-year participation. As a result, the Academy has specific policies regarding students who withdraw from school.

Please note that parents or guardians who are financially responsible for the withdrawn student are obligated to pay the tuition due according to the following schedule: **After July 31st, payments are due through the month in which you withdraw based on the standard 10-month payment plan beginning in July and ending in April.** For example, if you withdraw in November, the amount of tuition owed is calculated based on the payment schedule beginning in July through November.

- Families who choose to withdraw their child from the Academy must fill out a withdrawal form available in the main offices.
 - Families are required to notify the main office at least two weeks in advance of a withdrawal date.
 - Tuition must be current before student withdrawals will be processed. School records cannot be sent until tuition is made current. Should a family wish to transfer their child to another school due to financial delinquencies, no official school records will be released until all outstanding financial obligations are satisfied. Furthermore, all textbooks, sports uniforms, and any other items belonging to the school must be returned to the school before records will be released.
 - Registration fees are non-refundable
 - Financial Aid and scholarships are not considered tuition payments and will not be refunded in event of withdrawal
 - There is no tuition refund for students expelled for disciplinary reasons
- You are responsible for contacting the Academy's Business Office to cancel your FACTS Payment Plan. If there is tuition due according to the schedule above, the Academy will keep the agreement open to collect tuition until your obligation is met.

Joining the Academy after the Start of the School Year

Tuition is billed according to the following schedule:

Enrolled before November 15 th	Full tuition is due
Enrolled from November 16 th to January 31 st	75% of tuition is due
Enrolled from February 1 st to April 15 th	50% of tuition is due
Enrolled from April 16 th to the end of school	25% of tuition is due

Financial Aid

Trinity Catholic Academy's financial aid fund is generously provided in part by the Catholic Schools Foundation. Currently, financial aid is available for students in K-2 through Grade 8. Because we dispense Catholic Schools Foundation funds, we are required to follow their guidelines for the distribution of aid. Financial aid will not be awarded to families unless their tuition account is in good standing and payments have been made on a regular basis. In order to maintain your financial aid award you must make your tuition payments on time and be enrolled in both the FACTS Payment Plan and FACTS Grant and Aid system (two separate programs). You can apply for financial aid through your FACTS account at <https://online.factsmtg.com>.

Financial aid will be lost if any of the following occur:

- withdrawal from the Academy
- not active in a FACTS Payment Plan
- financial accounts are not current

Business Office Contact Information:

Email: tuition@tcabrockton.org

Phone: (508)583-6237

Return this page only. Please keep the packet for your records.

FINANCIAL RESPONSIBILITY AGREEMENT 2020-2021

Student Name _____ Grade in September 2020 _____

Student Name _____ Grade in September 2020 _____

Student Name _____ Grade in September 2020 _____

Student Name _____ Grade in September 2020 _____

Student Name _____ Grade in September 2020 _____

Choose a Payment Plan:

Please check ONE option

In Full

One (1) single payment through FACTS tuition made on July 5th or July 20th.

Semester Plan

Two (2) biannual payments through a FACTS tuition payment plan paid on the 5th or the 20th of July and November.

10 Month Plan

Ten (10) monthly payments through a FACTS tuition payment plan paid on the 5th or the 20th of each month starting in July 2020 and ending in April 2021.

Biweekly Plan

Biweekly payments, every Monday, beginning July 6th and ending April 26th.

12 Month Plan

Twelve (12) monthly payments through a FACTS tuition payment plan paid on the 5th or the 20th of each month starting in May 2020 and ending in April 2021. **To be eligible for this payment plan, you must register and apply for financial aid by March 1st** or you will not receive aid in time to begin your payment schedule.

By signing this agreement, I (we) the undersigned, understand all terms and agreements set forth. I (we) further understand that I (we) are responsible for the tuition and fees incurred.

BOTH PARENTS/GUARDIANS MUST SIGN AGREEMENT.

SIGNATURE OF PARENT/GUARDIAN

PRINT NAME

DATE

SIGNATURE OF PARENT/GUARDIAN

PRINT NAME

DATE