

**2025-2026 Tuition Policy & Contract**  
**St. Gregory Parish School**  
**140 W. Main Street, North East, PA 16428-1191**  
**(814) 725-4571/ (814) 725-4572 (fax)**  
[www.stgregs.net](http://www.stgregs.net)

On this date, a/k/a, the effective date of contract, \_\_\_\_\_ 2025,  
 I/we (*print names of responsible party*) \_\_\_\_\_,  
 the parents or guardian of \_\_\_\_\_, a  
 student(s) at St. Gregory School, hereby agree to pay the following amounts as outlined below, as direct  
 support for the operation of the school. I/We recognize that the cost to educate our children is subsidized by  
 fundraising efforts. I/We realize we are financially responsible for our pro rata portion of the fundraising  
 income as outlined in this contract. I/We understand that this cost will be added to our tuition bill and will be  
 paid by March 3, 2026 to the extent that we do not participate in the fundraising efforts.

**2025-2026 Tuition Rates**

(Excluding \$50 registration/\$100 technology fees equaling \$150.00 per student due 7/15/25.  
 (Rates based on # of children in family)

# of Students	Annual Amount	Quarterly	Monthly	Bi-Weekly
One	\$4,000.00	\$1,000.00	\$400.00	\$200.00
Two	\$6,250.00	\$1,562.50	\$625.00	\$312.50
Three	\$9,000.00	\$2,250.00	\$900.00	\$450.00

\*Four (4) Payment options are available:

1. A one (1) time full tuition payment. Due by July 15, 2025. (Registration Fee of \$50 will be waived)
2. Four (4) Quarterly payments: Through the FACTS Company (Agreement required along with Facts Fee of \$50.00) running from August 2025 through May 2026.
3. 10 Monthly payments: Through the FACTS Company (Agreement required along with Facts Fee of \$50.00) running from August 2025 through May 2026.
4. Twenty (20) bi-weekly payments: Through the FACTS Company (Agreement required along with Facts Fee of \$50.00) running from August 2025 through May 2026.

\*Tuition for 2025-2026 includes the following fees: Theme T-shirt, various multiage trips and PTO dues of \$20 per family.

\*Non-refundable Registration and Technology fees are not included in FACTS and must be paid by July 15, 2025.

**Payment Terms**

I/we hereby agree to pay fees and tuition as follows:

- Non-Refundable Registration/Technology Fees of \$150.00 per student due by July 15, 2025.
- Tuition Payments - See the payment preference section of this contract.
- Payments may be made with cash, check or MasterCard/Visa or Discover. If a credit card is used you must go through the FACTS Company.
- A fee of \$35.00 will be assessed for any returned checks for one-time payments only.
- Any unpaid fees will be considered an unpaid bill at the end of the school year.

## 2025-2026 Tuition Policy & Contract (page 2)

St. Gregory Parish School

### Payment Options

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration.

Options for payment shall include:

**A. Full Payment** - Under this plan the entire amount of tuition is paid on or before July 15th. This payment is made directly to the school office. With this plan, the \$50.00 registration fee will be waived. A fee of \$35.00 will be assessed for any returned checks for one-time payments only.

**B. Monthly/Quarterly/Bi-Weekly Payments** – Beginning in August through the **FACTS Tuition Management Plan**. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS on the date you select each month/quarter. There is a fee of \$50.00 for 3 or more payments and \$10.00 for 2 payments.

The FACTS tuition payment processing plan offers quick and easy online enrollment, hassle-free automated payments, an array of payment dates during the month to fit your budget, simple account accessibility and all information that you provide is safe and completely confidential. The enrollment process required just a few minutes of your time and very little information.

**To enroll**, please go to: <https://online.factsmgt.com/Tmg/pubic/AgreementSignup.aspx?t=3HGXN>. After completion, our bookkeeper, will take care of the remainder of the process. Enrollment is mandatory and the first of ten payments should be scheduled for August (unless late enrollment). You will receive confirmation once your agreement has been finalized. Please contact our bookkeeper with any questions or concerns regarding your tuition related matters at [bookkeeping@stgregs.net](mailto:bookkeeping@stgregs.net).

**C. Credit Card Payments** – Payments may be made with MasterCard/Visa or Discover through the FACTS program. The credit card fee is 2.95% regardless of how many payments are made.

### Late Registrations

A. Families registering after July 15th shall be expected to fulfill their tuition obligations according to the tuition policy stated above.

B. Tuition for students registering after the first day of school shall be prorated over the number of school days they will be in attendance according to a formula established by the Board of Education.

### Late Payments

It shall be the responsibility of each school family to keep the Pastor, Principal or School Bookkeeper informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

**Full Payment** – If payment is not received on or before July 15, the family will be contacted within five (5) days by the school Bookkeeper concerning the missed payment date and alternative tuition payment options will be offered. If funds are not received according to the new agreement, all tuition payments shall be made through the FACTS Tuition Management Plan.

**Monthly Payment** – School families who choose the ten (10) month payment plan and miss a monthly payment due to insufficient funds will be assessed a \$20.00 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 20 days. In addition, school families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be re-admitted to school according to the specifications of this policy.

## 2025-2026 Tuition Policy & Contract (page 3)

### St. Gregory Parish School

**Bi-Weekly Payment** – School families who choose the twenty (20) bi-weekly payment plan and miss a bi-weekly payment due to insufficient funds will be assessed a \$20.00 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 20 days.

In addition, school families who have missed two bi-weekly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be re-admitted to school according to the specifications of this policy.

For the sake of your family's security and peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the school as soon as possible when they are experiencing economic difficulties.

#### **Non-Admission of Students due to Tuition Delinquency**

School families failing to pay tuition according to this agreement or who have been unwilling to make suitable alternative arrangements with the school will be informed that their child(ren) will not be readmitted to our school. All families must be current in their payment of tuition:

**By August 1st:** If not, students will not be admitted on the first day of school.

**By May 20th:** If not, students will not receive report cards and permanent records will not be released.

#### **Tuition Refunds**

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. After the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance according to the formula established by the Board of Education.

### **Fundraising Obligations**

St. Gregory Parish School believes that tuition payments are an investment in your child's education and religious formation, along with the support offered by St. Gregory Thaumaturgus Parish and your commitment to assist in our fundraising efforts. The St. Gregory Thaumaturgus School Advisory Council makes recommendations to the principal and the pastor regarding the amount of tuition necessary to maintain our quality of education, the method of payment and in general, policies regarding the finances and well-being of the school community. We do our best to ensure that adequate financial resources are accessible so that an education at St. Gregory Parish School is as available and affordable as possible for all families.

---

#### **FOOTBALL LOTTERY TICKETS**

I/we understand that it is required to either buy or sell a minimum of 30 football lottery tickets at \$5.00 each totaling \$150.00 being due on or before September 9, 2025. I/we understand that if we do not meet our 30-ticket obligation we will be billed for any amount not met. This amount will be due on September 30, 2025.

#### **Initials required:**

---

#### **CRUSADE FOR KIDS AUCTION – Please choose and Initial appropriate box (ONLY 1 CHOICE)**

\*I/we **agree to procure or purchase** \$500.00 worth of goods and services for the Crusade for Kids Auction. **All procurement forms for items or services promised must be turned in by March 3, 2026** and the \$500.00 obligation must be met. Otherwise, I/we understand that I/we will be charged for any amount under the \$500.00 not met. This amount will be added to your tuition bill after March 4<sup>th</sup> and will be due in full by March 28, 2026 so that accounting for this fundraiser can be finalized. **\*NO PROCUREMENT FORMS WILL BE ACCEPTED AFTER MARCH 3, 2026. ALL ITEMS PROCURED MUST BE TURNED INTO THE SCHOOL BY MARCH 28, 2026.**

**2025-2026 Tuition Policy & Contract (page 4)**  
**St. Gregory Parish School**

**Or Buy Out Option:**

\_\_\_\_\_ **Early Buy Out** ~ \*I/we **wish to buy out** of our procurement obligation for the Crusade for Kids Auction for the amount of \$400.00. **This buy out will be due in full and payable by September 16, 2025.** I/we also understand that this buy out frees us from our financial obligation to the auction; **however we will still be required to volunteer on a committee or help out at the auction in some manner.**

\_\_\_\_\_ **Regular Buy Out** ~ \*I/we **wish to buy out** of our procurement obligation for the Crusade for Kids Auction for the amount of \$500.00. **This buy out will be due in full and payable by March 3, 2026.** I/we also understand that this buy out frees us from our financial obligation to the auction; **however we will still be required to volunteer on a committee or help out at the auction in some manner.**

I/We have read and understand this Tuition Policy & Contract. Any and all parties that will be liable for the tuition obligation are required to sign this form. In the case where two separate parties will be liable, a separate Contract will be required.

Payment Plan Chosen: **(Please initial your choice)**

1. \_\_\_\_\_ One (1) Payment due July 15, 2025 (\$50.00 per student Registration Fees Waived)
2. \_\_\_\_\_ FACTS Management Plan – **(Agreement and Enrollment Required along with Initial Facts Fees)**  
Four (4) Quarterly Payments, Ten (10) Monthly Payments or Twenty (20) Bi-Weekly Payments which will be automatically withdrawn from checking or savings account.

NAME: \_\_\_\_\_

Street: \_\_\_\_\_

Town: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

NAME: \_\_\_\_\_

Street: \_\_\_\_\_

Town: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

**FOR OFFICE USE:**

\$50.00 Registration/\$100.00 Technology Fees per # **Students** \_\_\_\_\_

\$ \_\_\_\_\_ received on \_\_\_\_\_ cash/check# \_\_\_\_\_

**Tuition Rate** \$ \_\_\_\_\_

**Total Tuition Rate/Fees** \$ \_\_\_\_\_

**Less Discounts** \_\_\_\_\_ \$ \_\_\_\_\_

**Less Tuition Assistance (Bishop)** \$ \_\_\_\_\_

**Less Tuition Assistance (Star)** \$ \_\_\_\_\_

**Less Tuition Assistance (School)** \$ \_\_\_\_\_

**Less Tuition Assistance (Kremer)** \$ \_\_\_\_\_

**Football Lottery Obligation** \$ \_\_\_\_\_

**Auction Buy Out – Early \$400** \$ \_\_\_\_\_

**Auction Buy Out - \$500** \$ \_\_\_\_\_

**Total Due for Year 2025/2026** \$ \_\_\_\_\_

One Payment of \$ \_\_\_\_\_ received \_\_\_\_\_ cash or check# \_\_\_\_\_

Facts Payments of \$ \_\_\_\_\_ payable from \_\_\_\_\_, 2025 to \_\_\_\_\_, 2026

School Payments of \$ \_\_\_\_\_ payable from \_\_\_\_\_, 2025 to \_\_\_\_\_, 2026