



St. John's Evangelical Lutheran Church & School
663 Manor Road Staten Island, New York 10314
Phone: 718-761-1858 Email: stjohndlutheransi@gmail.com
Website: www.school.stjohndlutheransi.org

Statement of Financial Obligation **2025 – 2026 Academic Year**

Please PRINT all information. Registration is not complete until ALL information has been provided and the agreement signed. *As long as guardian and billing information is identical, you may fill out one form per family.*

1st Student's Name: _____ Grade: _____

2nd Student's Name: _____ Grade: _____

3rd Student's Name: _____ Grade: _____

4th Student's Name: _____ Grade: _____

Mail Statements to (Name): _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____ E-Mail: _____

Employer: _____

What is the relationship to the student(s) of the person accepting financial responsibility?

By enrolling my child into St. John's Lutheran School for the 2025 – 2026 academic year, I hereby agree to and my signature obligates me to abide by the following terms and conditions:

- a. Registration Fees are Non-Refundable.**
- b.** Tuition fees for the months of July & August must be paid on a timely basis and your account must be current for your child to start school in September.
- c.** Registration and participation in sports cannot occur unless tuition and tech assessment payments are up to date.
- d.** All payments must be made on or before the date you agreed to with Blackbaud. A late fee of \$40.00 will be assessed after grace period expires if a balance remains.
- e.** All payments will be applied to the oldest charge first, regardless of the payment's intended purpose.
- f.** Any check that is returned by the bank, for any reason, must be immediately replaced in cash and is subject to a penalty of \$30.00.
- g.** Monies paid by check are subject to a 14 day waiting period before the account is cleared.
- h.** All payments of tuition and tech assessment fees MUST be made to the Blackbaud Tuition Management. Do not provide payments directly to St. John's Lutheran School.
- i.** No report card or academic record will be released with an outstanding balance.
- j.** A delinquent account will be submitted to a collection agency after 60 days. Once the delinquent account is submitted, all arrangements for payment must be made through the agency and any fees charged for collection will be billed to and paid by those signing this document. Payments made to St. John's Lutheran School will then be applied to current billings.
- k.** If at any time, further information about this agreement is desired, the signers may contact the business office during regular hours.
- l.** Students with past due balances may be suspended from classes, including test days.
- m.** Students with outstanding balances may be prohibited from participating in graduation activities.

In the event of withdrawal from the school, an official letter must be sent in advance of the withdrawal date. The student is enrolled until this letter is received from the parent or guardian, providing the exact withdrawal date.

I (We) understand that, in accepting the Student for enrollment, the School assumes expenses that are not reduced by the child's withdrawal during the school year. I (We) acknowledge that, for this reason, except as noted in the schedule below, **the School cannot and shall not refund tuition or tech assessment fees paid. Nor can they cancel unpaid obligations when the Student is absent, withdrawn, or dismissed for any reason at any time during the academic year.** In the event that the student withdraws or is dismissed for any reason, tuition charges based on the schedule below become due immediately and must be paid within 14 days of leaving the School. School records will not be released unless all financial obligations are met. No portion of fees will be refunded.

<u>Withdrawal/Dismissal Date</u>	<u>Percentage of Annual Tuition & Tech Fees Due to School</u>
Until the sixth (6 th) day of school	10%
By September 30 th	50%
Before the end of the First Semester (90 days after the start of the school year.)	75%
After the Second Semester Begins	100%

I (We) understand that I (We) may cancel this contract on or before July 1st, 2025 without further responsibility for payment of tuition by giving written notice of that intention by registered or certified mail. Deposits are, in any case, not refundable. I (We) further understand that an Enrollment Agreement signed after July 1st, 2025, cannot be canceled without responsibility for payment of tuition based on the schedule above.

I (We) recognize that children may get hurt at School or during athletic and other activities related to the School. I (We) release and hold harmless the School, its agents and employees from all claims, damages, and other liability for injury to the Student where such claims, damages, or other liability are not the result of gross negligence by the School, its agents or employees.

**Signature of Person Accepting
Financial Responsibility**

Date