



**Our Lady of Perpetual
Help School & Preschool**
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Principal

Alisa Covarrubias
*Principal, Our Lady of
Perpetual Help School &
Preschool*

Pastor

Very Rev. Alex Gamino, V.F.
*Pastor, Our Lady of Perpetual
Help Catholic Church, School &
Preschool*

Board Members

Celina Jimenez
*Grants Manager, City of
Coachella
Board Member, Local
Planning Council, Riverside
County Early Care &
Education*

Milan J. Jugan, DMD
*Oral Surgeon, Desert
Maxillofacial Center*

Sarah Romero
*President, SR Social Media
Management, Inc.*

Ernesto Rosales
*Advance Planning Counselor,
Fitzhenry-Wiefels*

Ben Salazar

TUITION CONTRACT

1. The local school board in consultation with the principal and pastor (where applicable) shall establish the tuition schedule.

Limits imposed by the socio-economic character of the school's attendance area, the actual per pupil cost of instruction, and the amount of income generated through fundraising and development shall determine the tuition schedule. (Diocesan School Board, February 1987.)

2. Tuition is not refundable nor will it be pro-rated, as long as a student is registered for one (1) or more days in a given month. Tuition will be refunded on a pro-rated basis for the time registered, if tuition has been paid for more than one month in advance. The refund must be requested in writing. (Our Lady of Perpetual Help School Board, April 23, 1991.)

Registration and instructional fees are non-refundable.

Tuition Agreement

1. Every parent or guardian who enrolls a student in a school shall sign a written agreement to pay the specified tuition and fees in compliance with all diocesan and local school policies and regulations. (Diocesan School Board, February 1987.)

2. A Tuition and Policy Agreement will be signed each year at the time of registration or re-registration by every parent/guardian who enrolls a student in Our Lady of Perpetual Help School. The Tuition and Policy Agreement includes:

1. compliance with the educational policies and regulations of the Diocese of San Bernardino and Our Lady of Perpetual Help School as set forth in the current Parent/Student Handbook.
2. agreement to pay the specified annual rate of tuition and fees.
3. agreement to follow the method of payment and enforcement of this policy.
4. failure to comply with this agreement may result in the student being asked to transfer out of Our Lady of Perpetual Help School.

3. All families wishing to enroll in Our Lady of Perpetual Help School must sign the FACTS Tuition Management Plan Agreement with the payment plan agreed upon between school and family. (Our Lady of Perpetual Help School Board, April 23, 1991.)

The FACTS Tuition Management Plan is an automatic bank withdrawal plan which processes tuition payments monthly and is signed at registration/re-registration time. To complete the FACTS agreement, parents/guardians will need to bring the following during registration:

1. bank information of person responsible for tuition payment (name of bank, address, city, state, zip code, telephone number, checking or savings account number);
2. copy of a voided check

Tuition Delinquency

1. Each school shall have a consistent, written policy detailing how financial delinquency will be handled. Copies of this policy shall be provided to all parents and guardians. Delinquency must be brought to the attention of parents and guardians well before decisive action is taken by the school.

Report cards may be withheld, but transcripts may not be withheld from those delinquent in tuition unless the parents or guardians have signed an agreement by which they explicitly waive their rights.

(Diocesan School Board, February 1987.)

2. The following policy will be enforced should a family have a delinquent account.

The parent or guardian will be notified in writing that a payment is delinquent and must be paid within 15 days of the date of the letter. If payment is not made within the allotted time, a \$20.00 late fee will be assessed to the parent's or guardian's tuition account. Further, if there is a financial problem, the parent or guardian is urged to contact the Principal to discuss the matter. If the student(s) tuition still has not been paid, and the responsible parent or guardian has not contacted the School to discuss the problem, the parent or guardian shall be notified in writing that, unless other arrangements have been made with the Principal, the student(s) enrollment will be terminated effective 30 days from the date of the letter. In cases where there is an unpaid balance and the student(s) does not return to Our Lady of Perpetual Help School, all unpaid accounts will be sent to a collection agency. All costs and expenses incurred by Our Lady of Perpetual Help School to collect amounts owed but unpaid at the end of the school year, including any necessary

legal fees, will be the individual and collective responsibility of the parent or guardian.

Special Fees

Special Fees are added for the following:

1. Graduation
2. Sacramental
3. Special Paper Fee for Grades K-2 if needed
4. Sports
5. Liturgical ministries if needed