



**XAVIER COLLEGE PREPARATORY HIGH SCHOOL  
TUITION & FEES CONTRACT 2023 - 2024**

**Student Name & Grade for 2023 - 2024:**  
**Family Name (as listed in FACTS/RenWeb):**  
**Family FACTS/RenWeb ID#:**

**Payment Plans:** Xavier College Preparatory High School offers three (3) tuition payment plans. **Please initial your selection below.**

**Tuition: \$16,500**

- \$500 enrollment deposit plus \$10 FACTS fee with online enrollment
- \$16,000 in tuition paid as follows (check payment schedule below):

\_\_\_\_\_ **MONTHLY:** Ten (10) monthly auto-debit payments of \$1,600 due the 5<sup>th</sup> of each month, starting June 5, 2023, and ending March 5, 2024

\_\_\_\_\_ **SEMESTER:** Two auto-debit payments of \$8,000 on June 5 and Dec 5, 2023

\_\_\_\_\_ **ANNUAL:** One payment of \$16,000 paid in full by June 5, 2023

**Tuition + Gift**

Please consider a Tax-deductible gift to the annual fund to be paid in full or pledged and paid in installments with tuition.

I would like to make a gift of \$ \_\_\_\_\_ to the Annual Fund.

- **FACTS Tuition Management is mandatory**, there is a one-time fee paid to FACTS directly.
- **Xavier’s Tuition Refund Plan: A one-time \$250 fee is mandatory for MONTHLY and SEMESTER plans.** The Tuition Refund Plan is optional for an annual plan.

*By signing below, both parents/guardians agree to the terms above, the terms below and the terms in Sections I & II:*

- *I have read and understood all of the above terms and agree to abide by their conditions.*
- *I agree to enroll my child at Xavier for the entire academic year 2023-2024.*
- *I agree that I am obligated and liable for the full academic year tuition fee even if I am to withdraw my child at any time before the end of the academic year.*
- *I agree to pay the tuition fee on time in accordance with the terms and schedule of the payment plan I selected above.*
- *I hereby acknowledge that by enrolling at Xavier for the 2023-2024 school year, my son or daughter will be enrolled in the Drug Testing Program for the entire 2023-2024 school year.*

**BOTH Parents, Legal Custodians or Legal Guardians signatures required.**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## **I. GENERAL POLICIES and ADDITIONAL FEES: PLEASE READ CAREFULLY**

1. The following policies & practices are intended to protect the financial security of the school's programs and are written in the spirit of open and honest communication between parents and Xavier's Administration.
2. A family with an outstanding balance will not be invited to re-enroll at Xavier for the following year unless approved by the Business Office.
3. A family that has not followed up on its chosen payment plan will not have access to RenWeb online and, subsequently, the student will not be issued a class schedule and textbooks, and will not be allowed to attend school.
4. Families enrolling a child after June 1, 2023 and before the first day of school may choose any plan. However, the plan payment schedule must be brought up to date before allowed in class (a catch-up payment will be required).
5. Families enrolling a child after the first day of school but before the end of the first semester will be charged the enrollment deposit plus full annual tuition. Families enrolling a child after the end of the first semester will be charged the \$500 enrollment deposit plus 55% of the full annual tuition, total \$9,300.
6. Scheduled tuition payments must be always current. Keeping payments current ensures that a student will be allowed to attend his/her scheduled classes, take exams, receive grades, credits and transcripts; will be allowed to participate in school-sponsored sports, events and trips, and receive a diploma at graduation.
7. Tuition does not include the following: uniforms, school organized fieldtrips and events unless otherwise announced, transcript requests, assessment tests. Textbooks are inclusive; however lost textbooks will be billed to RenWeb at \$75 each.
8. Graduation fee of \$350, senior year only, is not included in the tuition.

## **II. REFUNDS & NOTES: PLEASE READ CAREFULLY**

1. The \$500 Enrollment Deposit is non-refundable, except under limited circumstances connected with financial aid. Please contact the Business Office (760) 601-3900, ext. 6129, for more information.
2. No refund of tuition will be processed without a completed withdrawal form signed by all responsible parties, parents and/or legal custodians and guardians as listed on this form. The date on the withdrawal form is considered the effective day of withdrawal.
3. When you enroll your child at Xavier, your financial obligation and commitment to Xavier is for a full year of tuition. Because the school's expenses are incurred on an annual basis, Xavier cannot afford to refund, to pro-rate, to discount, to adjust or to cancel previously billed tuition, collected or not yet collected, in the case of a withdrawal on or after the first day school, and parents / legal guardians / legal custodians will remain responsible for the unpaid balance on the account. Should you need further flexibility and protection, a Tuition Refund Plan is available to you at an additional cost of \$250. Please contact the Business Office for further information about the Xavier Tuition Refund Plan.
4. Xavier will not refund, pro-rate, discount, adjust or cancel previously billed tuition, collected, or not yet collected, if a student is either dismissed or asked to withdraw from school for disciplinary reasons, and in such a case parents / legal guardians / legal custodians will remain responsible for the unpaid balance on the account.
5. Tuition aid granted is for a complete full year of attendance at Xavier. Therefore, in case of a withdrawal on or after the first day of school, the final tuition balance due to school, or the refund amount due to you when applicable, will be calculated and determined based on the full undiscounted tuition fee for the academic year (tuition aid amount granted, if any, will not be included in the calculation) and per the terms of the Xavier Tuition Refund Plan when applicable.

6. Refunds, when applicable, will be processed within 30 days of the withdrawal date.
7. After separation from Xavier, regardless of the reason, the final account balance due remains payable per the terms of the payment plan originally selected.
8. You may not receive regular statements or reminders to pay your tuition and other assessed fees; it is your responsibility to periodically check your account balance online through RenWeb to keep your account current. To avoid late payment fees of 3%, timely communication is needed with the Business Office whenever a payment must be missed or delayed. Past due accounts will be sent to collection after June 30, 2024.
9. The school's obligations under this Agreement shall be suspended immediately and without notice during all periods that the school is closed because of *force majeure* events, including without limitation any fire, natural disaster, war, governmental action, act of terrorism, pandemic, epidemic, or any other event beyond the school's control. If such an event occurs, the school's obligations under this Agreement shall be suspended until the school may reopen safely, which the school will determine in its sole discretion and there will be no reduction or refund of tuition and fees for the discontinuation and disruption of the school year.