



FAMILY NAME: _____

Regina Luminis Academy

2023-2024 Enrollment Agreement

This Enrollment Agreement (the “Agreement”), effective the _____ day of _____, 2023, is between Regina Luminis Academy (“RLA”), an independent Catholic school operating at Saint Monica’s Parish located at 601 First Avenue, Berwyn, PA 19312, and _____ (“Parent Names”).

1. Monthly tuition charges will be billed over a period of 11 months from June 2023 through April 2024 and will be due the 1st or 15th of each month. Any grants or scholarships will be applied to those charges. Effective 2023-2024 school year tuition payments will be made through FACTS Services. FACTS Services charges the following fees:

Charge to Parents	1 Payment Plan (In Full)	2 Payment Plan (Semi-Annual)	4 Payment Plan (Quarterly)	11 Payment Plan (Monthly)
Family Enrollment Fee (FACTS)	FREE	FREE	\$42 annual	\$42 annual
Returned Payment Fee for insufficient funds (FACTS)	\$30	\$30	\$30	\$30

2. All families are required to have an account with FACTS Services for tuition billing. If tuition payments are paid late for three periods during the school year, RLA is authorized to require the use of the mandatory autopay for all remaining tuition payments. If RLA is compelled to take legal action to collect unpaid tuition, parents agree to pay RLA’s reasonable attorneys’ fees and costs incurred.
3. All families are required to have an account with FACTS Family Portal (formerly RenWeb), our school information system, and must pay an annual application fee of \$20 per newly enrolled student and \$10 per re-enrolled student.
4. RLA will issue referral incentive to the referring family of a **\$500** tuition credit for each *newly referred, full-paying* enrolled student. Referring family must be mentioned to Head of School and documented on registration form for tuition credit to be issued. Each new student must be enrolled for at least 3 months before tuition credit is issued and must be a full-paying student. ***Referral incentives will be pro-rated based on actual amount of tuition paid by referred student(s) minus any form of aid received.***
5. Tuition fees are non-refundable regardless of holidays, illness, vacation, inclement weather days or “Acts of God.” RLA will make reasonable efforts to open in inclement weather; however, it may choose to close at the discretion of the Head of School. Parents should check RLA’s website as well as the school calendar, weekly newsletters, email, and text messages for timely alerts concerning closures.
6. A non-refundable registration fee of **\$500** is required for each student in **Pre-K through 12th grade**. If the deposit is not paid, a place for the child cannot be guaranteed.
7. Once actively enrolled and attending school, RLA requires a one-month written notice of withdrawal. If one-month advance notice of withdrawal is not provided, the withdrawal of a student during an academic year will not release the obligation of the parent or guardian for that school year’s tuition charges.
8. RLA reserves the right to deny, cancel, sever, or suspend a child’s enrollment at any time if the Administration deems such action to be in the best interest of the child or the school. In such event, any unused tuition will be refunded.
9. Families interested in financial aid funding must apply through FACTS at <https://online.factsmgmt.com/signin/4LGBL> or call 1-866-315-9262. Qualification for financial aid funding is determined based on FACTS eligibility. **As a reminder, FACTS application must be completed by March 1st.**
10. RLA’s school hours of operation are **8:00 a.m. to 3:05 p.m.**
11. Children may not attend RLA while ill and may not enter the building with temperature of 100 or higher. Children who become ill at school must be picked up immediately; please refer to the health policy in the Parent Student Handbook for comprehensive wellness policy. If the child is absent, the absence needs to be reported to the school by 9:00 a.m.

Please understand that the current uncertainties around school openings under the global Covid-19 pandemic, tuition costs would not be reduced if learning must take place virtually. In fact, teachers will be required to work longer hours and far harder to maintain educational standards for the same salary. Therefore, RLA will not be issuing any refunds, in whole or in part, should virtual instruction have to take the place of classroom instruction during any or all the academic year covered under this agreement.

Signature of Parent(s) or Guardian(s)

Date

Signature of Head of School

Date

OFFICE USE ONLY

Registration Fee Paid: _____ (\$500 per student in Pre-K through 12th grade)

Date Paid: _____ Check # _____

FACTS Payment Plan:

_____ Full

_____ Semi-Annual

_____ Quarterly (4 Payment Plan)

_____ Monthly (11 Payment Plan)

Family Completed FACTS Financial Aid Application: YES NO