



**ST. JOHN VILLA  
ACADEMY**

25 Landis Avenue  
Staten Island, NY 10305  
t. 718.447.4150  
f. 718.447.4187

**High School Bursar Record 2017-2018**  
**Re-registration for Grades 10, 11 & 12**

	Last Name	First Name	Grade in September 2017
Student			

**Are there any siblings in SJVA High School or Elementary School? \_\_\_ Yes \_\_\_ No**

If "Yes", please complete the following information:

	Last Name	First Name	Grade in September 2017
2 <sup>nd</sup> Student			
3 <sup>rd</sup> Student			

Student's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Telephone \_\_\_\_\_

Father's full name \_\_\_\_\_ Occupation \_\_\_\_\_

Home Address (if different than student) \_\_\_\_\_

Business Telephone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

E-mail address \_\_\_\_\_

Mother's full name \_\_\_\_\_ Occupation \_\_\_\_\_

Home Address (if different than student) \_\_\_\_\_

Business Telephone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

E-mail address \_\_\_\_\_

**Contractual Declaration**

I understand that in signing this declaration, I have made a contractual agreement with St. John Villa Academy as a private institution of learning. *Registration fee, e-text/technology fee, and 10% of annual tuition are non-refundable.* Monthly tuition is not pro-rated by the number of days in attendance. No refunds after December 31<sup>st</sup> except if dismissal is a reason for leaving the school. I also understand that all financial obligations must be met before school transcripts, class rank, report cards, academic records or diploma can be processed. I, therefore, agree to abide by the policies stated in the financial guidelines and handbook of St. John Villa Academy.

**Who is responsible for tuition payments?**

Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Billing address if different than above: \_\_\_\_\_

Phone numbers: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature of bill payer \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

## High School Financial Guidelines

Please read these guidelines carefully before entering into a contractual agreement with St. John Villa Academy as the private educational school you have chosen for your child/children.

### *New Student Registration*

1. Registration fee for new students entering grade 9 is \$250.00. For new students entering grades 10 through 12 the registration fee is \$400.

The re-registration fee for returning students entering grades 10 through 12 is \$300.00 plus an additional \$175 graduation fees for 12<sup>th</sup> grade. All registration fees are payable to St. John Villa Academy and are to be included with the signed Bursar's form.

### *Re-registration – How and When*

2. Re-registration deadline for current students is February 7, 2017. Registration fee must be returned to SJVA with the re-registration forms. Tuition payment is based on an 11-month plan from March through January. Smart Tuition offers several methods of tuition payments (e.g. on line or by phone).

### *Where to Pay*

3. For *incoming* students only, the first tuition payment from the plan you have chosen - 10%, first quarterly payment or semi-annual payment - is due on Registration Day, March 1, 2017. This is the only tuition payment made payable to SJVA. All other payments will go directly to Smart Tuition.

Registration/Re-registration fees are payable to St. John Villa Academy. Tuition payments must be made to Smart Tuition in advance of the due date or Late Fees will apply.

### *Proof of Payment*

4. St. John Villa Academy is not responsible for lost payments that have been made in cash, unless a cash receipt is presented to the Bursar. It is preferable that all tuition payments be made directly to Smart Tuition, rather than to the Bursar's Office.

### *Delinquent Accounts*

5. To enter class in September, tuition payments must be up-to-date (March through Aug) according to your payment plan. School schedules will not be given unless your payment schedule has been met. Report cards, academic records, transcripts, and/or diplomas will be withheld until all financial obligations are up-to-date.

### *Non-Refundable and Late Enrollment Policy*

6. **Registration/Re-registration fees, e-text/technology fee, and 10% of the annual tuition payment are non-refundable with no exceptions.** No refunds will be issued if leaving the school after December 31<sup>st</sup> except if dismissal is the reason. All financial obligations must be met before school transcripts, class rank, report cards, academic records or a diploma can be processed. Refunds will be held for approximately two weeks before check is issued to allow time for all monies to clear. Bookstore, library and sports fees must be current. Cancelled checks are official receipts. The tuition amount for *late enrollment* will only be prorated based on full months missed for those students entering the school after October 31<sup>st</sup>. Monthly tuition is not pro-rated by the number of days in attendance. Refunds for dismissals are pro-rated on a monthly basis except for non-refundable amounts indicated above. There will be no refunds for transfers after December 31<sup>st</sup>.

### *Returned Checks*

7. There is a \$30.00 service charge for dishonored checks written to SJVA. In the event that this happens, dishonored checks will not be re-deposited or returned. Payment in cash or money order is required to clear your dishonored check. If there is a recurrence of dishonored checks, then no personal checks will be accepted in the future.

### *Future Participation*

8. Students will be automatically re-registered for each upcoming school year until her studies are completed or her parent/guardian notifies SJVA in writing that the student will discontinue her attendance. However, acceptance in September is contingent upon prior year's financial obligations being paid in full and academic requirements having been met.

### *Additional Information*

9. Please refer all questions regarding payments to the Bursar, Mary Ellen Elias, at 718-447-4150 x 156.



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## Payment Schedule – 2017–2018

### Tuition & Fees:

Tuition .....	\$8,200.00
Re-registration for returning students <i>(paid to SJVA with this form)</i> .....	\$300.00
Graduation Fee for Grade 12 <i>(paid to SJVA with this form)</i> .....	\$175.00
e-Text/Technology Fee <i>(paid to the school on Orientation Day in Sept.)</i> .....	\$450.00

### TUITION PAYMENT PLANS:

<b>11-Month Plan:</b>	March 2017 .....	\$745.46
	April .....	\$745.46
	May .....	\$745.46
	June.....	\$745.46
	July.....	\$745.46
	August .....	\$745.45
	September .....	\$745.45
	October .....	\$745.45
	November.....	\$745.45
	December.....	\$745.45
	January 2018 .....	\$745.45
<b>Quarterly Plan:</b>	March 2017 .....	\$2,050.00
	July.....	\$2,050.00
	October .....	\$2,050.00
	January 2018 .....	\$2,050.00
<b>Semi-Annual Plan:</b>	March 2017 .....	\$4,100.00
	September 2017 .....	\$4,100.00
<b>Single Payment Plan:</b>	March 2017 .....	\$8,200.00

- SMART TUITION, a tuition management service, collects all monthly, quarterly and semi-annual tuition payments, except for the first payment at registration. If you choose the single payment plan, you will make your payment directly to SJVA. You will automatically be rolled over into your current plan, but you can contact Smart Tuition in early March to change your plan if you wish.
- A \$450 e-Text/Technology Fee is due for each student on Orientation Day in September. This fee includes a mandatory raffle. Each student's name will enter into a raffle for a \$100 prize. A raffle will take place for 32 weeks live on the SJVA Broadcast. As a name is selected to win for the week, it will be resubmitted and be eligible to win again. The School Secretary will email our Bursar to disburse a check of \$100 to the family of the student whose name is selected. Depending on the required course materials, students would be expected to pay an extra charge for paperback workbooks.
- Questions about tuition should be addressed to the Bursar, Mary Ellen Elias, at 718-447-4150, ext. 156 or meelias@sjva.org.