

Return the Tuition Agreement (p. 5) to the school office by Friday, May 14!

May 5, 2010

Parents of St. Cecilia School,

The School Finance Committee has reviewed and approved the budget for the 2010-2011 school year. Our committee has worked diligently to maintain reasonable tuition costs. With this in mind, we have determined that there will be an approximate increase of only 6.5%. Comparisons with other Catholic schools in the Sunset District indicate that our school continues to have one of the lowest tuition rates.

Our goal is to provide a quality Catholic education at a reasonable cost. We acknowledge and are grateful for the significant contributions from the Mothers' Club fundraising activities, Scrip, Parish Festival, Parish School Collection, various grants, gifts, and bequests, and the Monsignor Collins Endowment Fund. Our children and school faculty and staff are the direct recipients of your generosity and support which has resulted in facility improvements.

St. Cecilia School follows the salary guidelines established by the Archdiocese of San Francisco, designed to attract and retain qualified teachers. This year, according to Archdiocesan directives, teachers' salaries have been frozen due to financial conditions. We continue to experience significant cost increases, particularly health and liability insurance. Unfortunately, we have experienced declines in fundraising and grants for tuition support this year.

We hope that this information is helpful to you in understanding the financial resources of your school and its dependence upon your continued support. The attached Tuition Agreement needs to be *completed and returned to the school office by Friday, May 14*. We have also included information about the Monsignor Collins Endowment Fund tuition assistance program.

If you have any questions regarding the school's financial condition, please contact one of the following School Finance Committee members: Kathy Atkinson, Barbara Cutten, Joe Grazioli, Steve Johnson, Sally Maske, Ray Williamson, Sr. Marilyn Miller (ex-officio), or Msgr. Michael Harriman (ex-officio).

Sincerely,

St. Cecilia School Finance Committee

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**St. Cecilia School Budget
2010-2011**

Budgeted Revenue

| | |
|---|------------------|
| Tuition..... | \$ 3,188,125 |
| Fees..... | 126,140 |
| Gifts, Donations, & Grants | 236,000 |
| Collins Fund & Monthly School Collection..... | 35,000 |
| Total Revenue..... | \$ 3,585,265 |

Budgeted Expenses

| | |
|--|------------------|
| Instructional Salaries and Benefits | \$ 2,989,288 |
| Instructional Program | 141,500 |
| Operation & Maintenance of the Plant | 449,700 |
| Total Expenses | \$ 3,580,488 |

Cost Per Student **\$6,100**

**ST. CECILIA SCHOOL
AUGUST 2010-MAY 2011
TUITION AGREEMENT**

Tuition is divided into ten equal payments -- August through May. A coupon book with envelopes is mailed to each family by July 15. The family's tuition payment in the form of check, cashier's check, or automatic payment must be **mailed or delivered to the rectory in the envelope provided by the tenth of each month. Tuition payments are not accepted by the school office.** The first payment is due by August 10 and the last payment by May 10.

Students will not be admitted to school in the fall if the first payment (due August 10) has not been received.

For those families who have an eighth grader, all tuition payments and fees must be paid by May 10 in order that the child participate in graduation activities.

The St. Cecilia School Finance Committee is composed of school parents and other parishioners and is responsible to the pastor and the principal for determining tuition and monitoring the budget and delinquent accounts. Families who are having financial difficulties are encouraged to contact the School Finance Committee by calling the school office.

The re-registration fee holds the child's place for the next school year. If tuition is in arrears, no re-registration forms will be issued. Once a family re-registers, if that family becomes delinquent in tuition, it is the prerogative of the Finance Committee to apply the registration fee to the outstanding tuition. In such a case, there is no guarantee that the child's place will be available in the fall.

Those families who are not current with tuition payments may be subject to having their children dismissed from school at the end of the quarter. Families who have a history of delinquent tuition may be required to pay tuition a quarter in advance.

In the event that a family transfers out of St. Cecilia School before the end of the school year, parents are responsible for tuition payments from August through the month of transfer.

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