

Return the Tuition Agreement (p. 5) to the school office by Friday, May 16!

May 7, 2008

Parents of St. Cecilia School,

The School Finance Committee has reviewed and approved the budget for the 2008-2009 school year. The tuition increase will be approximately 6%. This increase is higher than in the past couple years primarily as a result of: 1. Increased costs in benefits for our teachers and school staff, and 2. The City of San Francisco's Health Care Security Ordinance (mandating health care coverage for employees working 8 or more hours per week).

Our goal is to provide a quality Catholic education at a reasonable cost. We are fortunate that as a result of all your efforts and generous support of the various school and parish fundraising activities that in spite of cost pressures the tuition increase was minimized for all our school families. We acknowledge and thank the significant contributions from the Mother's Club fundraising activities, Scrip, Parish Festival, Men of St. Cecilia, Parish School Collection, various grants, gifts, and bequests, and the Monsignor Collins Endowment Fund. Our children and school staff are the direct recipients of your generosity designated for facility improvements (new linoleum, upgrades and equipment purchases for the computer lab, classrooms, pavilion and McKay Center...as well as improved curriculum with our new science program).

St. Cecilia School follows the salary guidelines established by the Archdiocese of San Francisco, designated to attract and retain qualified teachers. Accordingly, we adjust staff salaries each year in an attempt to stay competitive in the high-cost Bay Area. We continue to experience significant cost increases in other areas as well, particularly insurance and utilities.

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 Tuition Agreement, enclosed in this Wednesday's Envelope and online, needs to be completed and returned to the school office by Friday, May 16. We have also included information about the Monsignor Collins Endowment Fund tuition assistance. Information regarding tuition assistance from the BASIC Fund has already been distributed.

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

Sincerely,

St. Cecilia School Finance Committee

**St. Cecilia School Budget
2008 – 2009**

Budgeted Revenue

Tuition.....	\$ 2,735,113
Fees.....	163,000
Gifts, Donations, & Grants	193,000
Collins Fund & Monthly School Collection.....	60,000
 Total Revenue.....	 \$ 3,373,113

Budgeted Expenses

Instructional Salaries and Benefits	\$ 2,792,806
Instructional Program	174,100
Operation & Maintenance of the Plant	403,000
 Total Expenses	 \$ 3,369,906

Cost Per Student **\$5,712**

**ST. CECILIA SCHOOL
AUGUST 2008-MAY 2009
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 or cashier's check 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.

