



January 28, 2021

Dear CBC Parents,

Let us remember that we are in the holy presence of God. This call to worship is an integral part of our everyday life at CBC. Today, and this year, we are truly blessed with an incredibly dedicated and committed faculty and staff and a student body that is second to none. Thank you for the trust you have placed in us by allowing us to transform lives by “touching hearts and teaching minds” of your son(s) as directed to us by De La Salle.

The Board of Directors of Christian Brothers College High School has set tuition for the 2021 – 2022 academic year. Tuition will be \$17,135.00, plus an additional \$1,475.00 for technology and fees. The total cost for attending CBC during the 2021– 2022 school year will be \$18,610.00.

Attached please find the tuition contract for next year. The tuition contract, along with a \$500.00 deposit for sophomores, juniors, and seniors, must be submitted to CBC by **March 12, 2021**. For incoming freshmen, a \$600.00 deposit and completed tuition contract must be submitted to CBC by **February 19, 2021**. This deposit ensures your son’s enrollment in CBC for the upcoming school year.

While tuition and fees have been set at \$18,610.00 the full cost of educating your son(s) at CBC is actually \$20,463.00, resulting in a tuition gap of \$1,853.00, which must be made up through the giving of others, including our parents, who are able. Please consider making a tax-deductible donation to cover this tuition gap. On the tuition contract, there is a section to complete indicating your “gap” donation. We would love if you could pay the full amount, but any gift your family can afford would be greatly appreciated.

We will soon be working on need-based financial aid packages for next year. This year we were able to distribute \$3.4 million to families who qualified for need-based assistance. We will strive to do the same for the 2021– 2022 school year.

Thank you for your continued support of Christian Brothers College High School. The generosity of the CBC community never ceases to amaze us. Through your generosity, we are able to continue doing the work of our Lord and Saint John Baptist de La Salle by helping those most in need. May God continue to bless you most abundantly for the good you do for others.

If you have any questions regarding tuition or financial aid, please contact Mr. Ed Puzzella, Chief Financial Officer, at puzzellae@cbchs.org or (314) 985-6111.

With prayerful best wishes, we remain,

A handwritten signature in blue ink, appearing to read "Michael".

Michael Jordan
President

A handwritten signature in blue ink, appearing to read "Timothy J. Seymour".

Tim Seymour
Principal

Enrollment Process Instructions

Registration Deposit and Tuition Contracts:

Class of 2025 - \$600 deposit and tuition contracts are due February 19.

Class of 2022, 2023, 2024 - \$500 deposit and tuition contracts are due March 12.

- Is a **non-refundable** deposit applied towards tuition. It is not an amount in addition to tuition.
- Payable by check only.

Tuition Contract: \$18,610 in total.

- The contract total consists of tuition of \$17,135.00 and laptop & fees of \$1,475.
- The contract does not cover the cost of books. Your son will be expected to pay his book bill by check or credit card at Orientation in August.

The following items need to be returned to the CBC Finance Office by the due date:

- 1) Submit a check, payable to CBC, to the finance office for the registration deposits due for each of your sons that will be attending CBC for the 2021/2022 school year.
- 2) Complete the **CBC Tuition Contract** (2 pages), selecting a payment plan for the tuition and fees due for 2021/2022. ***Families with more than one son attending CBC should complete only one contract, listing all sons enrolling for 2021/2022.***
- 3) Complete the **Responsibility Party Form** and return to the Finance Office along with the Tuition Contract and registration deposit.

Tuition Payment Plans

Single Payment Option:

- **Option # 1:** Payment by check to the CBC Finance Office by August 2, 2021. You will be sent an invoice July 1. * ***Please note there is no discount for single payment in full.***
- **Option # 2:** Payment by credit card. The CBC Finance Office will send an invoice July 1 with a detailed calculation of the balance due after the application of the 2.5% credit card processing fee. Your credit card payment will be processed on August 2, 2021.

SMART Tuition Enrollment Process for the 2021/2022 School Year.

Monthly payment plans are administered through **SMART Tuition**. Enrollment in **SMART Tuition** for the 2021-2022 school year will be **exclusively online through SMART Tuition** at www.enrollwithsmart.com. Our School Code is **00220**.

The **Responsible Party** should set up their tuition account online by March 12, 2021. ***This must be done by the Responsible Party.*** The Business Office will then finalize your account with Tuition, Registration paid, financial aid and scholarships and activate your enrollment in SMART Tuition. Once your account is activated you will receive an email with login instructions.

Payment Options/Plans through Smart Tuition:

- **2 Month (Semester) Payment Plan** – August, January
- **4 Month (Quarter) Payment Plan** – August, October, January, March
- **10 Month Payment Plan** – July – April

For detailed SMART Tuition Online Enrollment Instructions, please click on one of the following:

- [Families new to Smart Tuition](#)
- [Families with existing Smart Tuition account through CBC](#)

For any questions please contact Sue Hoffman at hoffmans@cbchs.org

CHRISTIAN BROTHERS COLLEGE HIGH SCHOOL
2021-2022 Academic Year

Parent/Guardian Responsible For Payment Daytime Phone Evening Phone

E-mail address (home)

E-mail address (work)

Street Address

City

State

Zip

Returning Student's Name

Grade Next Year

Incoming Student's Name

Grade Next Year

Selection of Payment Plan:

Please mark the option below to indicate your choice of payment method for tuition.

☐ Single Payment Option (Directly to CBC by August 2, 2021)

_____ By check. CBC will send an invoice. * *There is no discount for single payment in full.*

_____ By credit card (VISA or Master Card only). CBC will remit a statement to you in early July and charge your credit card August 2, 2021. * *2.5% processing fee will be applied.*

Type of Card

Card Number

Name (as it appears on card)

Expiration Date

Donation to offset the 2021-2022 tuition gap of \$1,853 (optional):

The full cost to offset CBC's investment in each student's instruction, religious formation, retreats, and other student activities is \$20,463. Thank you for your support of our mission!

☐ Amount of Donation: _____

_____ Add the amount to my single payment option above.

_____ Add the amount to my payment plan in **Smart Tuition**.

_____ A separate check is enclosed.

☐ Multiple Payment Options: ***Only available through online registration by Responsible Party.***

Monthly payment plans are administered through **Smart Tuition**. Enrollment in **Smart Tuition** for the 2021-2022 school year will be **exclusively online through SMART Tuition** at

www.enrollwithsmart.com. Responsible party should set up account online by March 12, 2021. This must be done by Responsible Party/Account Holder.

Your Signature:

I have read the above information and the attached Tuition Policy and agree to the conditions set forth. In addition, I understand that CBC High School will take any and all measures deemed necessary to collect any tuition owed including, but not limited to, suspension of my son and holding of transcripts until such time that my account is brought current.

Signature of Responsible Party

% of Responsibility

Date

2021/2022 Tuition Contract

Page 2

Tuition Policy

(As Approved by the CBC High School Board of Directors)

1. Tuition and laptop lease payments will be collected by CBC or a 3rd party processor selected by CBC:
 - a. Those who choose to pay the tuition and laptop annual fees in full may do so by submitting payment directly to CBC High School, Finance Department by August 2.
 - b. Those who choose alternate payment plans must sign up for the automatic withdrawal or credit card payment plan offered through **Smart Tuition**, a third party processor.
2. Tuition assistance and scholarships will be credited at the time of determination and payment plans will be adjusted accordingly.
3. A fee of \$25 will be charged for all returned checks and credit card charges processed by the CBC finance office.
4. All charges of tuition and fees must be **paid in full by the 1st of May** of the applicable school year. Students advancing to the next highest grade will not be considered registered for that grade until all prior tuition and fees are paid in full. Schedules and booklists will not be issued and the student will be placed on financial probation.
5. Registration for the **coming year is due on February 19th for the Class of 2025 and March 12th for the Class of 2022, 2023, 2024.** Students will not be considered registered for the coming school year until their registration is paid. Schedules and booklists will not be issued, and report cards will be held for current students.
6. The following will apply to those students whose registration, fees and tuition are not current:
 - a. Report cards will be held.
 - b. The student will not be allowed to attend classes or take final exams.
 - c. Transcripts will not be released unless the student's account is paid in full at the time the transcript is requested.
 - d. Diplomas will not be released.
 - e. The student will be placed on financial probation.
7. For parents who share financial responsibility, the above policies apply to both parents' portion of the student's tuition account. Both parents must make all of their scheduled payments on a timely basis.
8. Parents with delinquent accounts will be expected to communicate with the Business Office to resolve the issue. Failure to respond to such a request will result in holding of laptop and immediate suspension of the student.
9. **No student will be allowed to attend CBC for whom we do not have a signed tuition Contract in place.**

There must be a signed tuition contract.

I have read the above information and agree to the conditions set forth. In addition, I understand that CBC High School will take any and all measures deemed necessary to collect any tuition owed including, but not limited to, suspension of my son and holding of transcripts until such time that my account is brought current.

Signature of Responsible Party

% of Responsibility

Date

RESPONSIBLE PARTY FORM

CHRISTIAN BROTHERS COLLEGE HIGH SCHOOL
2021-2022 Academic Year**Instructions:**

Please complete this form identifying all parties that will be responsible for payments to your son's tuition account. This information is taken into account in awarding tuition assistance.

Each responsible party must sign this form and indicate their percentage of responsibility. The calculation of their tuition payment will be based on their percentage of responsibility indicated below.

The School is continuing to allow more than one responsible party to make payments to a student tuition account. The ability to maintain this policy depends upon the cooperation of divorced and separated parents to mutually resolve how tuition for their son will be paid. The School does not have the information or the ability to mediate between responsible parties. The School will rely solely on the signatures and percentages of responsibility indicated below as the financial commitment towards your son's education at CBC.

Student NameGrade Next Year

Other Brothers Attending CBCGrade(s) Next Year

Parties Responsible for Payment:**Household #1**

Name

Street Address

City

State

Zip

Daytime Phone

Evening Phone

Email

Relationship to Student

% of Responsibilityx
Signature

Date

Household #2

Name

Street Address

City

State

Zip

Daytime Phone

Evening Phone

Email

Relationship to Student

% of Responsibilityx
Signature

Date