



ST. FRANCIS BORGIA CATHOLIC SCHOOL

Dear Parents and Guardians,

As we are halfway through the 2025-2026 school year, it is a great time for reflection. In looking at our MAPS data, our students continue to score well. To continue to offer excellence in education and top-notch resources, the decision has been made to increase tuition by 3%. If you feel that it would be difficult to cover the cost of tuition, please contact Jennifer Justman to inquire about financial aid.

The enclosed packet contains next year's tuition policy information, tuition agreement, commitment form, Blackbaud Tuition enrollment information, and an instructional form that contains several important dates. Please read the material carefully so you are aware of the due dates for material. All invoices will be emailed. If you don't receive anything by the middle of July, please reach out to Jennifer Justman at justmani@sfbchurch.org

In order for your children to be placed on the roster for the upcoming school year, all tuition/commitment forms MUST be returned to the parish office no later than Thursday April 2nd, 2026. There are four payment options available. You can pay in full with a check, or pay online in one, four, or ten installments with processing fees.

See enclosed payment agreement for all important details. Please note, if you are making payments online, you are responsible for setting up or verifying your account information on the Blackbaud website.

Our truly amazing and dedicated staff will be ready to provide an exceptional educational experience for your children. Should you have any questions or concerns on the contents of your packet, please feel free to contact Jennifer Justman at justmanj@sfbchurch.org.

Thank you for choosing St. Francis Borgia Catholic School. It is at time like this that we recognize how blessed we are to belong to such a faith filled and caring community.

Sincerely,

Marissa Narlock
Principal

Father Patrick Burns
Pastor

Parish Office

1375 Covered Bridge Road Cedarburg, 53012 PHONE: 262.377.1070 FAX: 262.377.6898

E-Mail: office@saintfrancisborgia.org Website: www.saintfrancisborgia.org



ST. FRANCIS BORGIA
CATHOLIC PARISH

Dear School Family,

St. Francis Borgia School and Parish understand that sometimes, due to unforeseen circumstances, it may be necessary to either enroll late or withdraw during the school year.

The school year is split into 9 periods for tuition charges and refund purposes. Due to the shortened time in August and June, they are lumped with September and May respectively. Please see the schedule on the back.

Our policy for payments/refunds is stated below:

Since fees and Blackbaud administrative costs are not spread evenly across the school year, they are not prorated and not refundable. Per the school enrollment paperwork, any registration fee or deposit will be forfeited when withdrawing students.

PAYMENTS:

Tuition payments will be in accordance with the payment/refund schedule on the back. Any enrollment within a specific month will be charged the full monthly amount.

REFUNDS:

Tuition refunds will be in accordance with the payment/refund schedule on the back as well. Any student withdrawal within a specific month will still be responsible for full payment of that month.

For example, if you had one 3rd grader enroll in November, you would be responsible for November to June payments - 7 payments of \$565.67 or \$3959.67 plus any applicable fees and administrative costs.

If you were to withdraw a 3rd grade student in November, you would be responsible for August to November payments - 3 payments of \$565.67 or \$1697.00 plus any applicable fees and administrative costs.

If you have any questions or concerns regarding this policy, please feel free to contact me.

Sincerely,

Jennifer Justman

Jennifer Justman

Accountant

262-377-1070 Ext 337

justmanj@sfbchurch.org

Parish Office

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PAYMENT/REFUND SCHEDULE
2025/2026 SCHOOL YEAR

Yearly Cost	3K 3 day	4K half day	5K - 8th	5K - 8th	5K - 8th	5K - 8th	5K - 8th
	2,753	3,567	5,091	9,944	14,543	17,775	20,002
Period			1 child	2 children	3 children	4 children	5 or more
August/September	305.89	396.33	565.67	1,104.89	1,615.89	1,975.00	2,222.44
October	305.89	396.33	565.67	1,104.89	1,615.89	1,975.00	2,222.44
November	305.89	396.33	565.67	1,104.89	1,615.89	1,975.00	2,222.44
December	305.89	396.33	565.67	1,104.89	1,615.89	1,975.00	2,222.44
January	305.89	396.33	565.67	1,104.89	1,615.89	1,975.00	2,222.44
February	305.89	396.33	565.67	1,104.89	1,615.89	1,975.00	2,222.44
March	305.89	396.33	565.67	1,104.89	1,615.89	1,975.00	2,222.44
April	305.89	396.33	565.67	1,104.89	1,615.89	1,975.00	2,222.44
May/June	305.89	396.33	565.67	1,104.89	1,615.89	1,975.00	2,222.44
Total	2,753	3,567	5,091	9,944	14,543	17,775	20,002

**** PLEASE NOTE: THIS IS FOR BASE TUITION ONLY. YOU ARE RESPONSIBLE FOR ALL FEES AND SMART ADMINISTRATIVE COSTS UP FRONT. DEPOSITS AND REGISTRATION FEES MADE ARE FORFEIT WHEN WITHDRAWING STUDENTS.**

EXAMPLE ENROLLING ONE 5K-8 STUDENT IN SMART WITH A \$100 DEPOSIT

		3RD GRADER	
		WITHDRAW IN NOVEMBER	
			3 MONTHS
TUITION	5,091	TUITION	1,697.00
ACTIVITY FEE	100	ACTIVITY FEE	100
TECH FEE	100	TECH FEE	100
PLAYGROUND FEE	75	PLAYGROUND FEE	75
HOME & SCHOOL FEE	40	HOME & SCHOOL FEE	40
BLACKBAUD FEE	56	BLACKBAUD FEE	56
ADMINISTRATIVE FEES	137.25	ADMINISTRATIVE FEES	137.25
SCRIP FEE	250.00	SCRIP FEE	250.00
DEPOSIT	(100)	DEPOSIT	(100)
TOTAL AMOUNT	5,749	TOTAL AMOUNT	2,355.25
	ORIGINAL PAYMENT		CORRECTED PAYMENT

REFUND 3,394.00

Form Completion Instructions

ALL FAMILIES NEED TO COMPLETE THE FOLLOWING STEPS:

1. Fill in all relevant blanks on the Tuition Payment Agreement form, including your signature(s) and date at the bottom. Mark which payment structure you are going to use.
2. Read the Commitment Form on the back side of the payment agreement. Complete the form, and fill in all information before signing.
3. Email completed forms back to the parish office at justmanj@sfbchurch.org, no later than **Thursday, April 2nd, 2026**. Late forms will incur an additional \$100 fee to cover special processing costs.
4. By early July, you should receive an emailed statement letting you know what your tuition, fees, and payment amounts are. **If you do not receive anything by beginning of July, please email Jennifer at justmanj@sfbchurch.org.**
5. Please wait to send payment until you receive an invoice showing the amount owed and payment schedule.

FAMILIES PAYING IN FULL WITH A CHECK:

1. Since there is a deposit that is usually paid prior to sending out the tuition information, please hold off on sending payment until you have received your invoice.
2. Invoices will be emailed in early July. **If you do not receive anything by the beginning of July, please email me at justmanj@sfbchurch.org.**
3. Full payment is due no later than **Monday, August 3rd, 2026**. Late payments will incur a late fee of \$100.

FAMILIES PAYING THROUGH ONLINE PAYMENT PLAN:

1. **If you are a returning family**, please follow the online re-enrollment instructions included in the packet.
2. **If you are a new family to the school or using the online option for the first time**, please follow the general enrollment instructions to create your online account.
3. When online enrollment is complete, please email completed forms to justmanj@sfbchurch.org by no later than **Thursday, April 2nd, 2026**. Late forms will incur an additional \$100 fee to cover special processing costs.
4. **NOTE: The payment plan can only be utilized by automatic electronic draws from a checking/savings account or on a credit card. Checks are not accepted for the payment plan, only for payments in full.**

Saint Francis Borgia Catholic School Tuition Payment Agreement

Family Name: _____
(Please Print)

Child/Children's Name Attending
St. Francis Borgia Catholic School:

2026-2027 School Year
Grade: _____

Tuition rates and additional fee schedules for the 2026-2027 school year are as follows:

5K Full Day-8th Grades Tuition

One Child	\$ 5,091
Two Children	\$ 9,944
Three Children	\$ 14,543
Four Children	\$ 17,775
Five or more Children	\$ 20,602

Fees (not included in tuition amounts)

<u>Per Student Fees</u>	<u>Per Student</u>
Activity Fee 3K-8th grade	\$ 100
Tech Fee 5K-8th grade	\$ 100
8th grade graduation fee	\$ 50

Other Tuition Per Child

3K - 3 day	\$ 2,753
4K- 5 day	\$ 3,567

Per Family fees

<u>Per Family</u>	<u>Per family</u>
Playground fee (5k-8th)	\$ 75
Home & School fees (3K-8th)	\$ 40
Scrip	\$ 250

I/We choose to pay tuition using the following payment plan (please check one):

_____ Full payment on or before **Monday August 3, 2026** . This is the **ONLY** payment option for which checks will be accepted.

_____ **NOW AVAILABLE:** Full payment online through Blackbaud. This plan includes a \$22 Blackbaud fee. but waives the 2.75% administrative fee. Registration **MUST** be done through Blackbaud in order to pay in full online.

_____ Four payments automatically withdrawn from your account on **August 2026, November 2026, February 2027, and May 2027**. This payment plan includes a 2.75% administrative fee on the total amount financed with Blackbaud Tuition plus a \$56 Blackbaud fee. **First payment will include all student fees and processing costs.**

_____ Ten payments automatically withdrawn from your account between **August 2026 and May 2027**. This payment plan includes a 2.75% administrative fee on the total amount financed with Blackbaud tuition plus a \$56 Blackbaud fee. **First payment will include all student fees and processing costs.**

I/We accept the commitment and responsibility for the payment of our child's/children's tuition and fees necessary to attend Saint Francis Borgia School. I/We understand that EFT payments from checking/savings accounts or charging with a credit card are the only way that multi payments can be made. I/We shall keep current with the payment plan selected above. I/We understand that if my financial obligation to Saint Francis Borgia Catholic School is not fulfilled at the end of the school year, my child/children may not be accepted for admission for the following year until the matter has been resolved.

I/We understand that if extenuating financial circumstances arise preventing me/us from meeting this financial commitment, I/we will contact **Blackbaud Tuition (888-468-8996)**, SFB's tuition management service, as soon as possible, informing them of the difficulty encountered. Blackbaud Tuition will then notify the parish business office.

I/We further understand that the parish may take unpaid tuition bills to a collection agency or small claims court if deemed necessary.

Parent/Guardian(s) Signatures:

Parent/Guardian(s) Names: (Please Print)

Date: _____

Date: _____

Address: _____

Phone Number: _____

Email Address: _____

**Saint Francis Borgia Catholic School
Commitment Form
2026-2027**

As parents committed to Catholic education, we understand that the tuition and fees we pay cover a large part of the total cost per student, but definitely not all. The dedicated parish community of St. Francis Borgia, who share our commitment to Catholic education, currently subsidizes the school for a substantial portion of each student's cost. Another significant source for the needed funds is through several fundraising events including the Annual Fund, Auction from the Heart, and Home & School Fundraising activities

Please read the commitment statements below and sign and date the form at the bottom

- * I/We agree to pay all tuition and fees either up front by **Monday August 3rd, 2026** or in accordance with the signed tuition payment agreement with St. Francis Borgia and Blackbaud Tuition, the tuition management service.
- * I/We agree to volunteer the required number of hours to school-related activities and events, or make a payment that is equal to the value of the required volunteer hours as outlined in the Volunteer Commitment and Scrip Programs for our 3 year-old through 8th grade families.
- * I/We agree to practice our faith and attend Mass on the Lord's Day in accordance with church teachings.

I have read and agree to the above commitment.

Parent/Guardian(s) Signatures:

Parent/Guardian(s) Names: (Please Print)

Date: _____

Date: _____

Please complete this form and return to the PARISH OFFICE no later than Thursday April 2, 2026

I would like to make a donation to St. Francis Borgia parish to help with the amount subsidized by the parish community. The cost to educate a student is approximately \$9,000. The parish subsidizes the difference between the cost and the amount the school collects through tuition and fundraisers.

Donation Amount: _____

Please note that your contribution is tax-deductible to the extent allowed by law. No goods or services are being provided in exchange for your generous donation.

Please submit your Donation Amount with a check payable to 'St. Francis Borgia' and include it with this document.

You will receive a receipt for the Donation Amount shown above and on your check, which is separate from the tuition payment.

Blackbaud Tuition Management Online Re-Enrollment Instructions

To re-enroll online, please follow these instructions.

1. Go to <https://enroll.blackbaud.school/#/findschool> and login using your existing Username and Password.
2. In section 1:
 - a Provide information about who will pay.
 - b Review the parent, guardian, or bill payer's contact information and update the information if necessary.
 - c Verify your mobile number and email address. We regularly communicate important information about your account via text message and email.
3. In section 2:
 - a Provide information about who will attend.
 - b Review the names and grades of the children who will attend the school.
If you have additional children attending the school this year, add them to this section
4. In section 3
 - a provide information about how and when to pay.
 - b Review the payment plans offered by your school. Then choose your preferred payment offered by your school, payment method, and due date from the options
Your school determines which plans are listed. Tuition Management can't change the plans listed.
5. In section 4:
 - a Review Tuition Management terms and conditions. Then select **Submit Enrollment** to complete your online re-enrollment.

A submission confirmation appears. You'll also receive confirmation via email.

After your school has reviewed and activated your account, you'll receive an email with login instructions.

To view your balance, make payments, update your personal information, or chat with a live representative, access your Tuition Management account at <https://parent.blackbaud.school>

Blackbaud's Tuition Management program manages tuition payments and follows the policies established by your school. Decisions regarding tuition amounts, tuition aid, scholarships, and all other tuition related items are made by your school.

We look forward to working with you and your family this year! Our Parent Contact Center is available 24 hours per day. Families can access their accounts to check balances and make payments. Call us at (888) 868-8828.

