

# Tuition & Fees Policy 2017-18



The Academy budget is based on timely payments from each family and the obligation to pay tuition begins when the child's enrollment into the school is completed. Tuition obligation is for one full school year and can be excused only in the case of a family moving out of the parish boundaries or the administration determines that the Academy is unable to meet the child's needs. In the case that a tuition refund is granted, it will be prorated and there will be a \$50.00 processing fee.

## CATEGORIES OF TUITION

### Registered Catholic in Parish

Families, who are active, registered parishioners, receive a lower rate than families who are inactive or non-parishioners. In-parish tuition will be assigned only after parish registration has been verified. The church donation envelope system or direct debit is used to confirm active membership. For this reason, parents are required to use the weekly church envelope or make direct debit offerings. The records are examined in November and March to verify active membership during the preceding months. In addition, children benefiting from the reduced tuition must be baptized and Catholic.

### Registered Catholic Out of Parish

Catholic families registered in a parish other than Sacred Heart of Jesus may receive the reduced out-of-parish rate with a letter from their pastor confirming their active participation in their parish.

### Non-Catholic

Families who are Non-Catholic or families with children who are not baptized will be assessed the full tuition. Catholic families who are not registered in their parish and/or do not show active membership in their parish will be assessed full tuition.

## TUITION & FEES PAYMENT

All families shall be expected to make tuition payments according to one of the following payment plans. (Each family's preferred manner of payment must be submitted each year at the time of student registration.) Options for payment shall include:

- A. Full Payment:** Under this plan, the entire amount of tuition and fees are paid on or before August 1st. This payment is to be mailed directly to the Academy office. A \$25.00 late fee will be assessed after August 1st.
- B. Tri-Annual Payments:** 1/3 due in August, 1/3 due in November and 1/3 due in February. Payments are made through FACTS Tuition Management Company by automatic debit or credit card payments only. This plan is an automatic payment plan made through your checking, savings or credit card account. Those choosing this plan will complete a FACTS agreement form to authorize the automatic payments on either the 5th or 20th of the indicated months.
- C. Monthly Payments:** First of 10 payments is made in August with final payment in May. Payment plans are through FACTS Tuition Management. This plan is an automatic payment plan made through your checking, savings or credit card account. Those choosing this plan will complete a FACTS agreement form to authorize the automatic monthly payments on either the 5th or 20th of each month.

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## LATE REGISTRATIONS

Families registering after July 15th shall be expected to fulfill their tuition obligation according to the tuition policy. Those registering with FACTS after August will have their tuition divided by decreasing number of months.

## LATE PAYMENTS

It shall be the responsibility of each school family to keep the Principal and/or the Tuition Manager informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

- I. **Full Payment:** If payment is not received on or before August 1st, a new agreement will be made and all tuition payments will be made through FACTS.
- II. **Payment Plan:** School families who choose the payment plan and miss a monthly payment due to insufficient funds will be assessed a \$30.00 missed payment fee by FACTS and may incur a fee from their own financial institution.

In addition, school families who have missed two monthly payments and have not made suitable arrangements within 14 calendar days of the second missed payment will be informed that their child(ren) might not be re-admitted to school according to the specifications of this policy.

## WITHDRAWAL

If the family chooses to withdrawal the student once the school year has begun the family will be responsible for paying all of the calculated school fees for the entire school year, and the full tuition amount for the month of withdrawal as well as the following month.

## TUITION ASSISTANCE

A limited amount of tuition assistance is available from the Diocese and the Academy's Tuition Angel Program for school families experiencing economic difficulties. Procedures for applying are given and requests for such assistance are made at the time of registration. If there are extenuating circumstances during the school year, the family should call the Academy office to discuss special arrangements.

## NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY

School families failing to pay tuition according to the Academy's Tuition and Fees Policy will be informed that their child(ren) will not be readmitted. Students whose accounts are not kept current might be prohibited from participating in extra-curricular activities such as field trips, athletics, band etc. until the fees are paid.

### **If tuition is delinquent as of August 20th:**

Students will not be admitted on the first day of school.

### **If tuition is delinquent as of November 20th:**

Students will not be readmitted on the first day of class in January.

### **If tuition is delinquent as of February 20th:**

Students will not be readmitted on the first day of class after Easter break.

### **If any financial obligations are delinquent as of May 30th:**

The Academy will withhold report cards, will withhold transcripts of the student's academic record and will not issue a Certificate of Diploma to a student, or third party if there has been a breach of material condition of the contract, such as failure to meet financial obligations (i.e.: Tuition, Fees, Extended Day, Library Books, Service Hours, Band, Missing Sports Uniforms, etc.) In addition, registration for the following school year may be voided and registration fees forfeited.