

## TUITION COLLECTION POLICY FOR ST. JOHN SCHOOL

**STATEMENT:** We believe our tuition payments are an investment in your child's education and religious formation. Therefore, the school board accepts responsibility for recommending to the Pastor policies concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern.

### POLICY:

1. 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 is paid on or before August 1. This payment is made directly to the school office.
  - B. Monthly Payments- Under this plan, the entire amount of tuition is paid monthly over a 10-month period beginning in July through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing this plan will complete a FACTS agreement form to authorize the automatic monthly payments on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month.

### LATE PAYMENTS

1. It shall be the responsibility of each school family to keep the Pastor or Principal 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.
  - A. Full Payment-If payment is not received on or before August 1, the family will be contacted within five (5) days by the Principal concerning the missed payment and alternative tuition payment options may be offered. If funds are not received according to a new agreement, all tuition payments must be made through the FACTS Tuition management Plan.
  - B. Monthly Payments-School families who choose the ten (10) month payment plan and miss a monthly payment due to insufficient funds will be assessed a \$25.00 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 20 days. 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 **(1) REPORT CARDS WILL BE WITHHELD UNTIL PAYMENT IS MADE (2) THEIR CHILD(REN) MAY NOT BE READMITTED TO SCHOOL ACCORDING TO THE SPECIFICATIONS OF THIS POLICY.**

**TUITION ASSISTANCE:** A limited amount of tuition assistance is available from the parish for school families.

### NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY

School families failing to pay tuition according to the agreement, which they have made with the school or who have been unwilling to make suitable alternative arrangements will be informed that their child(ren) will not be readmitted to our school and report cards and permanent records will not be released. All families must be current in their payment of tuition.

### TUITION REFUNDS:

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition less (\$125.00) registration fee per child that has been paid for the current school year. After the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance and a \$75.00 processing fee will be assessed.

***UNRESOLVED TUITION, REGISTRATION AND ASSESSMENT DELINQUENCIES WILL BE REFERRED TO THE PARISH ATTORNEY FOR LEGAL ACTION.***