

St. Mary's Christian School Tuition Policy

Introduction

We believe that tuition payments are an investment in your child's education and religious formation. Therefore, the School Board, acknowledges its responsibility to insure that enrollment is as available and affordable as possible to all families.

Tuition Payment

Tuition payments shall be made on behalf of all students registered and attending St. Mary's Christian School. The rate of tuition shall be that which is in effect for the current school year and program in which the student is enrolled. Rates shall be charged according to the tuition established and approved by the School Board to include fees, and any applicable discounts.

All responsible parties (hereafter called families) shall be expected to make tuition payments according to one of the following payment plans. The 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 the Opening Day of school. This payment is made directly to the school office.
- B. Payment in halves. Under this plan one-half of the annual tuition is due and payable on or before the opening day of school. The remaining one-half of tuition is due and payable the first school day of January in the current school year. (for example, January 5, 2011.)
- C. Monthly payments. Under this plan the entire amount of tuition is paid monthly over as many as eleven (11) months through the FACTS Tuition Management Plan, or through the use of a Visa, American Express, or Discover charge card through the FACTS Management Credit Card Plan. The FACTS plan is an automatic payment plan made through the debit of a checking or statement savings account. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS on the 5th or 20th of each month until the tuition balance is paid in full. Regardless of the beginning month of payments, all tuition for the current school year shall be paid in full with the May payment. (example: for the school year 2010-11, payments beginning June 2010 are paid in full with the May, 2011 payment.) There is a convenience fee payable to FACTS for the credit card option. (This fee is paid by the family.)

Late Registrations.

Families registering any time after July 1st shall be expected to fulfill their tuition obligations according to the tuition policy stated above.

Tuition for students registering on or after the first day of school shall be charged tuition according to the following schedule:

Entrance on any date up to the 15th of the month shall be charged a full month's tuition, per student, for that month, and shall pay a prorated tuition for the number of school days remaining in the school year according to a formula established by the School Board.

Entrance on any date from the 15th to the end of the month shall be charged one-half month's tuition, per student, for that month and shall pay a prorated tuition for the number of school days remaining in the school year according to a formula established by the School Board.

Late Payments.

It shall be the responsibility of families to keep the school office 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.

When monthly payments are the preferred method of payment, families are responsible for, and expected to pay tuition on the agreed payment date. Partial payments may be made on past due balances, however, any balance that is past due will accrue a late payment charge of \$25.00 on the first of each month it remains unpaid.

Full Payment. When full payment has not been made by opening day of the new school year, the family will be contacted concerning the missed payment date and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments shall be made through the FACTS Tuition Management Plan. Students without agreed payment arrangements will not be entered into classes on the first day of school. Families need to be aware that failure to meet tuition payment dates may be cause for student withdrawal.

Monthly Payment. Families who choose a monthly payment plan and miss a monthly payment due to insufficient funds will be assessed a missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS in approximately two weeks. Additionally, there will be a missed payment fee assessed by the school of \$25.00. Failure to complete the second attempt at tuition may be cause for exiting the student from the school.

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

Tuition Adjustments.

There shall be no adjustment to tuition owing for days missed as a result of illness, family vacations, or other planned events. No adjustments are made as a result of partial day attendance, or missed full days as result of parent or school administration requests, closures or late starts due to inclement weather. (Such as in the case of discipline consequences.) Classroom reassignments whether at the request of parents or administration, will be charged at the initial classroom placement for thirty (30) days from the date of reassignment. While Immunization records and a general letter regarding academic performance, any special placement, and disciplinary actions will be released to a student's new school, official student transcripts will be withheld until the financial account is settled and paid in full. Transcripts will be forwarded to the new school, or released to the parent or guardian upon settlement of the account in full.

Tuition Assistance.

There is a limited tuition assistance program available to enrolled students. Please contact the office for the appropriate form. Committee members are appointed by the governing body of the Church, and do not include staff members of the School.

Non-admission of Students due to Tuition Delinquency.

Families failing to pay tuition according to the agreement which they have made with the school office, or who have been unwilling to make suitable alternative arrangements with the school will be informed that their child(ren) will not be readmitted to our school. All families must be current in their payment of tuition. Accrued tuition remains payable regardless of student admission/withdrawal to/from the classroom.

By August 1st:

A plan for payment of tuition is in place, with the first payment made. If not, arrangements must be made with the office prior to August 20th.

By Opening Day of School, in the current school year:

A plan for payment of tuition is in place, with appropriate payment(s) made. If not, student will not be admitted on the first day of school.

By December 20th in the current school year:

If tuition payment is not current, student may not be readmitted on the first day of class in January.

By March 20th in the current school year:

If tuition payment is not current, student may not be readmitted on the first day of class after Conference break.

By April 15th in the current school year:

If tuition payment is not current, report cards and permanent records will not be released, and student will be withdrawn from school.

Delinquent Tuition from Previous Year.

All previously unpaid tuition must be paid by August 1 if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school office. If payment is not possible, suitable arrangements must be made with the school office, and/or the School Board.

Nonpayment of Tuition and Charges.

Sums due and owing to the School shall be considered a debt payable upon presentation of billing. If repeated attempts at billing have failed to produce a repayment arrangement, the School shall take steps necessary to recover sums owed. This action may include, but is not limited to, referral of the debt to a Collection Agency. All costs of collection, including reasonable attorney's fees and costs of collection will be recovered.

Families need to be aware that withdrawal of student(s) from school does not cancel tuition indebtedness. Tuition earned through student enrollment shall remain payable to the School.

Tuition Refunds.

Families withdrawing students prior to the first day of school shall be refunded one-half of one month's tuition deposit made. This sum does not include the Registration Fee paid which is not refundable in any case. No refunds shall be made on tuition paid in advance where a student is withdrawn from the school after March 1st of the current school year.

For the sake of each family's security and peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the school office as soon as possible when they are experiencing economic difficulties.