



# School Tuition Policy

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## Introduction

At St. Mary's School we believe that our tuition payments are an investment in your child's education and the formation of their religious foundation. Therefore, the Church Trustees and the St. Mary's Finance and Education Councils accept responsibility for recommending to the Pastor and Principal policies concerning the amount of tuition, the manner of payment, and , in general, the development of this tuition policy. Furthermore, it is the responsibility of the Trustees and Finance Council to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

## Fees

1. The purpose of the Registration Fee is to secure your student(s) a place in our school. This fee is non-refundable. A student's place in a class is not secured until the payment of this fee.
2. The payment of Tuition allows your child to receive education at St. Mary's School. We place a high value on the instruction that we provide, therefore fees are in place to cover the costs of this education. Tuition fees are paid either by a one-time annual payment **or** by semi-annual payment in August and January **or** by monthly payments. All payments are made through FACTS Management Systems.

## How to Pay Your Child's Tuition

This year St. Mary's has contracted with FACTS Management Systems to process all tuition invoices and payments. Once you have turned your contract in to Miss Neal, go to: <https://online.factsmgt.com/signin/3M935> to set up your payment plan. Once your payment plan is set up, a tuition invoice will be sent to you.

3. There are also other payable fees that are associated with extra-curricular activities.

### Tuition Payments

1. Tuition payments begin no later than August of each school year. Payments are normally based on a 10-month payment plan.
2. There are three methods of payment for tuition.
  - a) **Full payment.** Under this option the entire amount of tuition is paid on or before August 15<sup>th</sup> of each school year with a 5% discount for paying in full. Lump sum payment cancellations due to withdrawal are subject to a \$150 service fee and payment made to parent as funds become available.
  - b) **Monthly Payments** for ten months beginning in August and due by the 15<sup>th</sup> of each month. Parents must complete all annual tuition payment plans no later than June 1<sup>st</sup> of each school year.
  - c) **Semi-annual Payments.** Under this option half of the amount of tuition is due by August 15<sup>th</sup> and the other half is due by January 15<sup>th</sup> of the succeeding year.

### Late Registrations

Tuition for students registering on or after the first day of school is pro-rated over the number of school days they will attend according to a formula established by the administration. Late Payments

It is the responsibility of each school family to keep the Administration informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition paid. **Repeated missed payments** are considered grounds for dismissal from St. Mary's School.

### **Tuition Assistance**

Tuition assistance for needy families is available. Prospective parents should make any requests for such assistance at the time of registration. We will judge each request based on information provided and other data available to the administration and the Diocese of Ogdensburg. For the sake of your family's security and peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the Principal as soon as possible when they are anticipating economic difficulties. Please note, that parents **are responsible** for payments in accordance with the tuition policy whether or not they receive assistance.

### **Non-Admission Due to Tuition Payment Delinquency**

Any school family failing to pay their tuition according to their agreement with the school or who have been unwilling to make suitable alternative arrangements with the school will have their children withheld from class until the situation is corrected. The Administration will inform parents when this situation is reached. Students are not allowed re-admittance until all outstanding financial obligations are met.

### **Deadlines for school year**

- **August 15<sup>st</sup>:** Full payment of tuition for the year or first semi-annual payment of tuition or firstly monthly payment of tuition due.
- **January 15<sup>th</sup>:** Payment of the second semi-annual payment of tuition or continued monthly payment of tuition due.
- **March 10<sup>th</sup>:** Final day of registration for new school year for families having students at St. Mary's School currently. A **\$100 non-refundable registration fee** is due at this time.

- **March 11<sup>th</sup>:** Registration opens for the general public for the new school year. Registrations are needed by March 24<sup>th</sup> due to out of district busing requests which must be submitted before the first public school board meetings are held in April. ***Registrations will be accepted after April 1<sup>st</sup>, but busing will be at the discretion of the related school district.***
- **June 1<sup>st</sup>:** Parents must complete all annual tuition payments by this date for the current school year.

### **Delinquent Tuition from Previous Years**

Any unpaid tuition from previous school years prevents re-enrollment in St. Mary's School. Under the criteria a parent must pay all previous outstanding fees prior to enrollment, *or have consulted the pastor or the principal about payment of the balance due.*

### **Refunds**

Any family that desires to withdraw their student(s) must notify the school in writing of their intentions as soon as possible. Families that have paid the entire year in advance that withdraw prior to the first day of school are refunded the amount of tuition paid for the current school year minus a **\$150.00** service fee. In addition, there are times that the repayment of these funds must wait until said funds become available. ***After the first day of school, tuition is not refunded for that month even if the student only attends one day of class.*** Refunds are conducted in accordance with this policy regardless of circumstances or reason of withdrawal or removal of student from St. Mary's School.

### **Other Refunds**

Registration is non-refundable. Other fees may be refunded if funds are available for re-distribution.