2022-23 TUITION AND FEES POLICY

We make every effort to keep tuition and fees as affordable as possible. We also understand the financial sacrifice that parents make to send their children to Catholic school. The majority of the school's funding is derived from tuition and fees. The school must operate in a financially sound manner in order to provide a top quality Catholic education for each and every one of our students.

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Tuition is an **annual** charge that may be paid in monthly installments. Tuition must be paid directly to Smart Tuition by each month's designated due date.

WITHDRAWALS AND REFUNDS

Considerable effort and expense is expended throughout the registration period and continues during the summer months as we plan and prepare for your child's inclusion in our school community. We understand that plans and circumstances sometimes change. Should you decide to withdraw your child, the following policy applies:

- If written notice of withdrawal is received by the school **on or before August 15**, the entire tuition obligation will be waived, and any payments made will be refunded upon written request to the school.
- If written notice of withdrawal is received by the school **after August 15** and the student does NOT attend, 90% of the annual tuition will be forgiven. You, the family, are obligated to pay the remaining balance of 10% of the annual tuition as billed. If payments were made in excess of 10% of the annual tuition, a refund for that amount will be issued upon written request to the school.
- In the case where a school requires a tuition deposit to complete enrollment, that tuition deposit is not refundable, regardless of withdrawal date.
- If you, the family, choose to withdraw your child(ren) from the school once they begin attending, the family tuition obligation will be calculated as follows:

Withdrawal Date	**Annual Tuition Obligation**
September	80% of tuition forgiven; family obligation 20%
October	70% of tuition forgiven; family obligation 30%
November	60% of tuition forgiven; family obligation 40%
December	50% of tuition forgiven; family obligation 50%
January	40% of tuition forgiven; family obligation 60%
February	30% of tuition forgiven; family obligation 70%
March	20% of tuition forgiven; family obligation 80%
April	10% of tuition forgiven; family obligation 90%
May	No adjustment; family obligation 100%
June	No adjustment; family obligation 100%

- Calculations will be based on the last month in which the child(ren) attended **one** or more days of school. If payment has been made in excess of the family obligation, a refund will be granted upon written request to the school.
- Student records can only be provided to the child's new school upon satisfaction of the tuition obligation.

DELINQUENCIES

Failure to keep current with the tuition obligation jeopardizes the family's child(ren)'s placement in school. If tuition and fees cannot be paid on time, families must communicate with school administration in writing to prevent enforcement of delinquent tuition procedures.

- Families whose tuition payment is delinquent (late) will receive a letter from Smart Tuition immediately following the due date.

- Families whose tuition payment is delinquent 60 days will receive a second letter; this letter will come from their principal. If a parent/guardian does not contact the principal within two weeks of receiving this letter, the child(ren) may not be permitted to attend classes.
- Failure to address the delinquent tuition payment/s as agreed with the principal may result in the child(ren)'s suspension.
- Records and report cards cannot be transmitted for students with delinquent tuition payments, and financial aid/scholarships provided will be at risk and may be rescinded.
- Families with delinquent tuition payments may be ineligible to re-register or apply for financial aid for the following school year.
- Students with delinquent tuition payments may not participate in school activities and graduation ceremonies.
- Three or more failed payments within a month will result in a change of payment terms.

FEES

- Families are charged an annual $40 Smart Tuition administrative fee upon activation of their account.
- Accounts with late payments will be assessed a late fee of $40 for each late payment.
- Checks and electronic payments that fail (i.e., do not clear the bank) will result in a $30 fee per occurrence.
- Families may be charged for other fees in addition to tuition (i.e. after school programs, meal programs, graduation, technology or other general fees).
- Fees are not refundable. This includes the Registration Fee paid through TADS.
- Families with accounts requiring collection action will be responsible for paying all associated collection fees, attorney's fees and costs.

ACCEPTANCE OF THIS TUITION AND FEES POLICY
SCHOOL YEAR: 2022-2023

When completing the registration/re-registration process in TADs, a digital copy of this policy is available for review, and your electronic acceptance will be requested to successfully complete enrollment. Your electronic acceptance confirms the following:

I have read this policy and agree to the following:

- I understand my obligation to make timely tuition payments.
- I understand that Smart Tuition will charge a $40 administration fee for its service.
- I understand that my account will be assessed a $40 late fee for each late payment.
- I understand that I will be charged a $30 fee for returned or rejected checks and failed electronic payments.
- I understand that I have a tuition obligation if withdrawal notice is given after August 15th even if my child does not attend school.