



TUITION TERMS

1. Unless other arrangements have been made with the principal and the school business manager, registration fees are due at the time of registration.
 - a. After registration due date has passed, a student is not considered registered unless the payment fee has been made, or unless alternative arrangements for payment have been made. If a student is not completed by August 1st, his/her enrollment in the school is not guaranteed. On August 1st, students on the wait list will be taken in preference to those who have not completed registration by paying the registration fee (or by making other arrangements to do so).
2. Unless alternative arrangements have been made with the principal and the business manager, tuition is payable according to the FACTs Tuition Management System:
 - a. 10 monthly, mandatory EFT payments from August to May. EFT payments are made on either the 5th or 20th of each month.
 - b. Semiannual payments due on 8/5/11 and 1/5/12.
 - c. One payment due on 8/5/11.
 - d. Changing from Half-Day to Full-Day Kindergarten enrollment status (or Full-Day to Half-Day) must be made at the beginning of a new quarter. We recommend making arrangements in advance with the office; and the transition will happen in the upcoming quarter.
3. Late payment fees; EFT and check return fees
 - a. A \$25 fee will be charged for returned EFT payments.
 - b. Student information (transcripts, report cards, diplomas, etc.) will not be released unless the account is paid in full or alternative arrangements for payment have been made.
4. Financial assistance
 - a. Consideration for financial assistance may be obtained by submitting the Financial Aid Form in accordance with the Financial Aid Policy.
 - b. Financial aid is rarely 100% of the tuition. The student / family's portion of the tuition payment is due in allotments as outlined in (2) above.
5. Refund policy
 - a. A student withdrawing from St. Mary's Parish School, either voluntarily or involuntarily, will receive a tuition refund based on a monthly rate and on their tuition payment category. If a student attends school for any portion of the month, tuition for that month will not be refunded.
 - b. All fees are nonrefundable.
 - c. A withdrawal fee of \$25 will be charged if a student withdraws before the end of the year.
6. Delinquent tuition
 - a. Accounts 30 days delinquent will be contacted by the school office requesting payment and a late payment fee will be assessed.
 - b. Accounts 60 days delinquent will receive written notification requesting the account be brought current or a written alternative plan for payment must be submitted to the school office and accepted by school administrators within 10 days of notification.
 - c. If an alternative plan for payment has not been arranged and the account is 90 days delinquent the school will reserve the right to un-enroll the student(s).
 - d. If an alternative plan for payment has not been arranged and the account is 90 days delinquent the school will reserve the right to send the account to a collection agency.
 - e. Student information (transcripts, report cards, diplomas, etc.) will not be released unless the account is paid in full or alternative arrangements for payment have been made.
 - f. Registration for the next year is not guaranteed for those students who have delinquent tuition payments due from prior years. On August 1st, students on the wait list will be taken in preference to those who have not completed registration by paying the registration fee and paying off all prior years' tuition (or making other arrangements to do so).
7. Parish participation
 - a. Each family needs to be actively involved at the parish or church to which they belong. This involvement entails the contribution of time, talent and treasure to their parish or church. In order to qualify for Category I (in-parish) tuition, families are required to be registered parishioners in good standing.
 - b. In September or October of the current school year the pastor will verify that each family is registered and in good standing. If families do not meet criteria for Category I tuition, they will be asked to correct this or they will be switched to the Category II (out-of-parish) tuition payment schedule.
 - c. Holy Apostles Parish is granted category I tuition status by the School Governing Board. Families belonging to Holy Apostles Parishes must verify that they are parishioners in good standing. At the school administration's discretion, a form letter may be provided to those families that can then be filled out by their pastor.
8. Volunteer hours.
 - a. Each family will give a minimum of 35 hours per school year to help with various tasks as identified by the principal and staff. The time may be given by serving on various school committees, helping with school functions, working on PTO committees, working on fundraisers for the school, attendance at PTO meetings, working with parish committees, etc. A direct financial contribution to the school should be made if a family is unable to volunteer. At a minimum, each volunteer hour is equivalent to \$15, or \$525 per school year. A financial contribution does not replace or reduce your child(ren)'s tuition.