

Saint Mary School

2016-2017 School Year

Tuition Policy/Financial Matters

Parents/guardians are obligated to pay tuition in order to obtain educational services for their children. It is the parent's/guardian's responsibility to maintain their financial commitments to the school. In the event of a financial hardship resulting in non-payment, you must contact the principal. The school may, but is not obligated to, send reminders or other notices regarding outstanding bills. Failure to make payments when due, or to make arrangements with the school for payment of delinquent obligations, may result in the termination of Cornerstone or discontinuation of educational services to your child, possibly leading to disenrollment. In those cases where students are in eighth grade, documents including transcripts and diplomas will not be provided if you have a delinquent balance with the school. All present year tuition must be paid in full before the last day of the school year or the student's placement for the upcoming school year will not be guaranteed. Unpaid bills may be referred to a collection agency. Costs associated with the collection will be added to the parent/guardian fees. There is no tuition responsibility for withdraw prior to June 30th for the upcoming school year. For withdraws July 1st or after, please see policy on next page.

Tuition payments are collected monthly through FACTS Tuition Management Services. Tuition is paid by automatic deduction from either your checking or savings account. FACTS will also accept payments using MasterCard, Discover or American Express. Please note there is a 2.5% convenience fee charged to the credit card holder. Confidentiality of all account information is guaranteed. Payments are deducted on the 5th or the 17th of each month beginning in July and ending in April. A late fee of \$30.00 will be assessed to your account if any payment is not received within 10 days from the payment due date. FACTS will charge a \$30.00 failed payment fee for any attempt that fails AND they will make a total of three attempts. New admissions during school year will be required to spread their payments over remaining months through April. All initial questions regarding the FACTS Tuition Program should be made to Mary Baron (629-6190 ext.21) in the Finance Office.

Tuition may also be paid in full through **FACTS Tuition only** and payment is expected before June 15th for the next school year. A late fee will be assessed if payment is not received by June 30th.

Tuition Assistance: Applications for tuition assistance must be done on-line only through FACTS. There is a \$15 non-refundable application fee to FACTS to apply for assistance.

Tuition Refund Policy

Grades K-8 Refund Policy

In the event of a student leaving St. Mary School during the year, prepaid tuition is refundable to the family or unpaid tuition is due to the school, according to the following schedule. There is no tuition responsibility for withdraw prior to June 30th for the upcoming school year. For withdraws July 1st or after, please see policy below.

Withdraw/Transfer Prior to:	% Annual Tuition Refundable	% Annual Tuition Owed
August 1	90%	10%
September 1	80%	20%
October 1	70%	30%
November 1	60%	40%
December 1	50%	50%
January 1	40%	60%
February 1	30%	70%
March 1	20%	80%
April 1	0%	100%

Grades K-8 Partial Year Policy

In the event of a student enrolling at St. Mary School during the year, tuition is due to the school, according to the following schedule:

Enrollment Prior to:	% Annual Tuition Owed
Up to September 15	100%
October 1	90%
November 1	80%
December 1	70%
January 1	60%
February 1	50%
March 1	40%
April 1	30%
May 1	20%

Pre-School Programs

In the event of a student leaving St. Mary School Preschool during the year, prepaid tuition is refundable to the family or unpaid tuition is due to the school, according to the following schedule. There is no tuition responsibility for withdraw prior to June 30th for the upcoming school year. For withdraws July 1st or after, please see policy below.

For late enrollees, please see K-8 partial year policy on previous page.

Withdraw/Transfer Prior to:	% Annual Tuition Refundable	% Annual Tuition Owed	
August 1	90%	10%	
September 1	80%	20%	
October 1	70%	30%	
November 1	60%	40%	
December 1	50%	50%	
January 1	40%	60%	
February 1	30%	70%	
March 1	20%	80%	
April 1	0%	100%	

If there is a change in the number of days a student is enrolled in preschool, the new tuition rate will become effective on the first of the month following the change. There will be no refunds of prior monies paid or increases in the month of change.

Note: For K-8 and Pre-School, registration and other fees are due regardless of date of enrollment.

Tuition Rates are determined by the Finance Committee based on information provided by the Diocesan Office. There is a Catholic and Non-Catholic tuition rate. The definition of each category is below:

Catholic: Parent/Guardian must be registered in a Catholic parish and the child must have a valid Baptismal certificate.

Non-Catholic: Religion other than Catholic. Greek Orthodox will be considered Non-Catholic. Children must still participate in Religion classes and participate in Liturgical events. Non-Catholic students participate in sacramental classes but are not eligible to make the sacrament.