

**SAINT MICHAEL THE ARCHANGEL SCHOOL
TUITION POLICY (rev. 1997, 2003)**

The timely collection of tuition payments is imperative to the continued operation of St. Michael School. The following policies concerning tuition payments will be strictly enforced by the School Advisory Council:

Policy 2.1 Parish/Non-Parish Rates (see definitions below)

The decision to change tuition at the parish or non-parish rate will be determined by reviewing the weekly Mass envelope use at the time of registration. Thereafter, we will review envelope usage on a quarterly basis to determine eligibility for the parish rate and adjust the tuition rate accordingly. Parish rates are available to those families who contribute weekly in the church envelopes for each week of the 52 weeks of the year. Families not using envelopes on a weekly basis will be charged non parishioner's rates beginning with the next month. Please refer to **DEFINITIONS**. New school families who are not already registered with the parish will be charged the non-parish rate until they have registered and have made weekly Mass contributions for three months. At that time they may request that their tuition be lowered to the parish rate.

Policy 2.5 Tuition Refunds

Effective with the 1997-1998 School Year, the term "down payment" will include the registration fee, book fee, and fundraiser fee. Effective with the 2000-2001 school year the "down payment" is **not** refundable.

Tuition (but not the down payment) will be refunded per the following guidelines: a) if departure of a student occurs after February 1, there will be **no** refund of any tuition payment(s) made for the school year that the departure takes place; b) if the departure of a student occurs prior to February 1, tuition payment(s) will be refunded on a prorated basis that is dependent upon the school's ability, as well as time frame, to secure a replacement student. The school assumes no obligation whatsoever to secure a replacement student and is not required to take any measures in addition to its usual recruitment methods to secure an additional student. The exact amount of any tuition refund will be determined by the School Advisory Council.

Policy 2.7 Tuition Payment and Delinquent Tuition Procedures

The total tuition for each school year is payable in eleven (11) consecutive monthly payments. Beginning with the 2005-2006 school year, Saint Michael's School began using FACTS a tuition collection program to allow our parents to pay their tuition electronically either on the 5th or 20th of each month. FACTS Agreement Contracts will be sent to the responsible party(ies) for their signature and to chose the convenient payment date. Tuition for any student registered subsequent to April must be paid in full up to and including the month in which the student is registered.

If special or extenuating circumstances exist impacting on the ability of the responsible party to pay in a timely manner, the party must notify the School Principal of the circumstances. An appropriate action, which may include the establishment of an alternative payment schedule, may then be taken by the School Advisory Council. It is the responsibility of the School Advisory Council to review the merit of all extenuating circumstances.

If a reasonable explanation is not provided within 45 days of the delinquency, St. Michael School reserves the right to suspend the student for whom the tuition is delinquent. The suspension of the student will remain in effect until the account is brought current or the responsible party has made arrangements satisfactory to the School. An appropriate schedule may then be taken to bring the account current by the responsible party.

Any student for whom tuition payments are more than sixty days in arrears for the current school year will be deemed to have been voluntarily withdrawn from enrollment in the School and will not be permitted to attend classes and the account will be submitted to a collection agency.

A student's tuition account (as well as all fees and other payments due to the School) must be current at the time of registration for the student to be permitted to enroll for another school year. St. Michael School reserves the right to withhold as well as refuse to release any and all scholastic records. These records include but are not limited to, report cards, transcripts and other academic records, for any student whose tuition, fees and other financial obligations to St. Michael School are not paid in full. This also includes graduating students applying for high school admissions.

All tuition accounts must be current in order for report cards to be released. If you pay with a personal check, payment must be received 10 days prior to the distribution of report cards. If you make payment less than 10 days prior to report card distribution, payment must be in the form of certified funds in order for the report card to be released. Certified funds are defined as cash, money order, certified check, or bank check.

Absolutely no post-dated checks will be accepted for any tuition payments. A post-dated check is defined as a check written for any date beyond the date the check is presented to St. Michael's School for payment.

Policy 2.8 Registration before Tuition Assistance is granted

In order for a family to be considered for tuition assistance, that family must have paid the down payment for the next school year by the time of the assistance request is submitted. The family must also continue to pay the monthly payment from the previous school year.

DEFINITIONS

Parish Tuition Rates: To be eligible for parish tuition rates, families must be registered members of the parish and contribute to the church on a weekly basis through the use of weekly offering envelopes.

Non-parish Tuition Rates: Families who do not contribute to the Church by use of weekly offering envelopes and families not registered as members of St. Michael's parish.

Has a member of St. Michael the Archangel School recommended you to our school? Please list the Family Name _____

TUITION ASSISTANCE ADDENDUM

THIS PORTION IS TO BE COMPLETED ONLY IF FILING FOR TUITION ASSISTANCE

Tuition assistance is available through FACTS on line at www.factstuitionaid.com

This must be completed by February 28, 2013

- 1 I/We agree to sign the FACTS Automatic Tuition Payment Contract.
- 2 I/We agree to the terms of this Registration and Tuition Contract subject to the approval of an application to be sent to the Tuition Assistance Services by February 28, 2013
- 3 I/We agree to pay the early registration by February 28, 2013, book and fund raiser fees by April 10, 2013 and to pay the full monthly tuition payment for school year 2013-2014 until the tuition assistance application has been processed. I/We understand that failure to do so may forfeit the registration.
- 4 I/We understand that all outstanding tuition and fees from any previous school years must be paid in full in order to be considered.
- 5 I/We agree to forward the verification form to Paula Dossa as soon as the forms are submitted.
6. I/We understand that the Parent Application Form must be sent directly to the Tuition Assistance Company with the appropriate processing fee. The fee must be sent in order to be considered. By signing below, I/We acknowledge our understanding of an agreement to this Tuition Assistance Addendum and request that the school provide a Tuition Assistance Application.

Signature of Parent/Guardian

Signature of Parent/Guardian

Date

Mailing Address _____
