

ST. ANNE-PACELLI CATHOLIC SCHOOL

2020-21 PAYMENT POLICIES

These tuition payment policies are designed to ensure responsible use of your tuition dollars, to outline the rights and responsibilities of each family, and to protect the interests of St. Anne-Pacelli Catholic School. ***Please read this information carefully and keep this document for your files.***

Tuition Payment Options

Two payment options are available for tuition invoice:

(1) Payment in full by June 30, 2020 (includes tuition/fees):

Families selecting to pay in full will receive a 5% discount on the tuition line item for payments made by cash/money order/check received by June 30, 2020. There is a 3% convenience fee for credit/debit cards in the front office (discount not available for credit card payments). For payments received July 1, 2020 or after, the tuition discount will not apply.

(2) Monthly Payments:

In an effort to ensure that more of your tuition dollars are spent on education rather than administration, monthly payments are processed through FACTS Management system. Monthly payments are processed from June (ahead of the academic year) and completed in May (end of the academic year). This will allow payments to process over 12 months. If registration is after June, FACTS Agreement should be set up for the first monthly payment to begin within 30 days of enrollment/registration. FACTS charges \$45 per agreement setup fee and will automatically deduct that fee at the beginning of the agreement.

If your account is closed or does not have sufficient funds at the time of your draft, FACTS will set another draft date. If the funds are still unavailable at that date, you will be required to bring the tuition payment (cash or money order only) to the school within 5 days or you will be subject to the non-payment penalties described in this document.

Your student(s) is considered registered only after receipt of payment of registration fee, receipt of registration form (paper copy or online form submitted), AND the completion of the FACTS monthly tuition payment plan.

*For a student to begin school in August, tuition must be paid in full or June and July tuition payments must be received. You will need to complete your FACTS monthly tuition payment plan online within 30 days of registration.

Tuition Assistance

In order to receive priority consideration, tuition assistance applications must be completed by March 2, 2020. The FACTS Grant & Aid assessment application is used to verify need and prioritize the awarding of tuition assistance. Tuition assistance awards are subject to funds availability.

TO BE CONSIDERED FOR ANY TYPE OF TUITION ASSISTANCE, FAMILIES MUST:

1. BE REGISTERED FOR THE NEXT SCHOOL YEAR
2. BE CURRENT ON ALL TUITION AND FEES
3. COMPLETE THE FACTS GRANT & AID ASSESSMENT AND BE VERIFIED PRIOR TO MARCH 2, 2020

Tuition Assistance applications will only be reviewed for families who are registered and have completed FACTS.

Upon completion of these steps, you will receive a tuition assistance notification from St. Anne-Pacelli Catholic School. You are responsible for the remainder of the tuition using the payment plans outlined in this document.

Lunch, Extended Day, and Sports Fees

Lunch

St. Anne-Pacelli Catholic School outsources lunch services. You will receive information prior to the start of school about school lunch prices and lunch accounts. **Payments for lunch cannot be made through the school office or directly to the cafeteria.** Students have the option to bring a lunch from home. Parents are responsible for outlining their personal lunch guidelines with their children (i.e. number or types of items that can be purchased, if seconds are allowed, etc.). St. Anne-Pacelli cannot monitor the purchasing habits of each individual student.

Extended Day

Monthly Extended Day fees are invoiced at the beginning of the month. Payments are due upon receipt and are considered past due if not paid by the end of the month. Payments may be automatically drafted through FACTS, paid online, or paid in the school office. Drop-in Extended Day fees are billed the week following the student's attendance at Extended Day. Payment is due within 7 days of the invoice date. Payment may be made online or in the school office. Payments made by credit card in the office are subject to a 3% convenience fee (with a minimum fee of \$1.00) to cover processing costs. Families with past due Extended Day balances will be unable to use extended day services until their account is current.

Sports Fees

Invoices for sports fees are provided by the Business Office. Payments should be remitted within 15 days unless otherwise noted of the invoice date. Prompt payment is necessary so that items can be purchased for student athletes. Students with unpaid sports fees will not be allowed to participate in sports. Sports fees may be paid in the school office or online. Payments made by credit card will be subject to a 3% convenience fee (with a minimum of \$1.00) to cover processing costs.

***Please note that students with delinquent Extended Day fees and/or sports fees will not have access to online grades or receive report cards, transcripts, and other records until all fees are paid.**

Hardship

St. Anne-Pacelli is willing to work with families who are experiencing difficulty making payments. However, it is the responsibility of the parent/guardian to contact the school if they wish to request payment modifications. *Any requests to pay outside of FACTS or on a schedule other than that described in this document must be put in writing and submitted to the principal for review and approval.* Hardship requests should include the minimum amount that will be paid each month and include a plan for paying the account in full. The request must then be approved by the principal; who may choose to consult with the Finance Committee as needed. Payment modification does not remove the account from hold for records/transcripts/report cards if past dues are on the account.

If a submitted payment plan is not followed, the account will again be considered delinquent. Families who frequently violate the payment policies will be administratively withdrawn.

Non-Payment Penalties

St. Anne-Pacelli reserves the right to charge late fees, deny admission to final exams, restrict access to online grades, withhold report cards, transcripts, and/or records, and administratively suspend or withdraw students if payments are not received in a timely manner. All tuition collection issues are subject to appropriate credit reporting and collection agency follow-up. Parents assume responsibility for payment.

Students with delinquent tuition, Extended Day fees, and/or sports fees will not be eligible to participate in co-curricular activities, online access to grades, report cards, transcripts, and/or records will not be released to the family or any other educational institution while there is delinquent tuition or fee on their account. **Any student whose tuition is past due as of May 1, 2020 will not be allowed to participate in graduation or end of the year activities in addition to the penalties described above.**

Returned Checks or Automatic Bank Drafts

Families who choose the monthly payment plan will be charged \$30 for any automatic drafts returned by the bank for insufficient funds or account blocks. This fee will be charged by FACTS. Any returned checks received by the school will be charged \$30. Payment of these fees will be subject to the same non-payment policies described above.

Tuition Refunds

Students who are registered for the 2020-21 school year and withdraw their registration after April 1, 2020 and before the beginning of school will be charged two months of tuition. Students who withdraw after the beginning of school and prior to October 20, 2020 will be charged five months of tuition. Students who withdraw after October 20, 2020 will be charged for a full year of tuition. Military or work moves are exempt from this policy. Please provide documentation of the move to the principal.

Students who leave as a result of disciplinary action will not be granted a tuition refund.

Refunds of withdrawal charges and prepaid tuition are at the discretion of the administration and will not be considered until the parent/guardian has signed an official notice of withdrawal.