



## St. Anthony Cathedral Basilica School Financial Policy

Tuition payments are an investment in the student's education and religious formation. Tuition payments are also a financial reality necessary to keep the school in business. The school board and Diocesan personnel are involved in the setting of tuition and fees each year.

All families are expected to make tuition payments in one of three manners:

- Full Payment – the entire tuition amount is paid on or before August 1<sup>st</sup> for the upcoming school year. Full payments should be made directly to the school. **NOTE: There is no discount for paying lump sum tuition.**
- Monthly payments – the entire tuition amount is paid in ten (10) monthly installments (July – April). This method requires the family to enroll with the tuition collection service chosen by the school and that the payments will be collected through automatic bank drafts. **The bank account MUST remain valid for the whole school year.** Payment dates of either the 5<sup>th</sup> or 15<sup>th</sup> of the month may be selected by the family.
- Semester Payments – one-half (1/2) of the tuition balance is due by August 1<sup>st</sup> for the upcoming school year. The remaining one-half (1/2) of the tuition balance is due by December 1<sup>st</sup>. Payments should be made directly to the school.

Families who register after July 1<sup>st</sup> will be expected to fulfill their tuition obligation according to the policy above. The tuition for students enrolled after the first class day will be prorated according to the number of school days they expect to be enrolled. Payments may be made in full upon enrollment or using the monthly payment plan. However, the number of monthly payments may be less than ten (10) depending upon date of enrollment. In addition all fees will need to be paid at time of enrollment. Fees will not be included in the monthly tuition payment.

**Late payments** – It is the responsibility of the family to inform the school principal of situations which arise which may affect their ability to meet tuition payments or the payment schedule.

- If full tuition payment is not made by the first day of classes, the family will be required to enroll in the monthly payment plan as outlined above.
- Monthly tuition payments which are returned will incur a \$30.00 missed payment fee, collected by the tuition collection company and may also incur a fee from the family's banking institution.
- The student(s) from a family who miss two monthly payments and has not made acceptable arrangements with the principal within fourteen (14) calendar days of the second missed payment will be suspended from school attendance.
- Additional suspension of attendance due to tuition delinquency will be:
  - If tuition is delinquent two (2) days before school begins, the student will not be admitted until amount due payment is made,
  - If tuition is delinquent on December 1st, the student will receive and "Incomplete" for the semester and will not be admitted beginning the first school day in January.
  - If semester payment due on December 1st is delinquent, the student will not be admitted beginning the first school day in January.
  - If tuition is delinquent as spring break begins, the student will not be admitted beginning the first school day after spring break.
  - If tuition is delinquent on May 1<sup>st</sup>. the student will be given a grade of "Incomplete" for the final semester.

**All Tuition from previous years** must be paid in full before August 1<sup>st</sup> or the student will not be readmitted for the next school year.

**IF a family's account is delinquent, the student's records/transcripts will not be released to another school until such time that the delinquency is resolved.**

A **\$25.00 late fee** (per month) will be assessed for all delinquent accounts.

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition paid for that school year (minus any monies owed if applicable). After the first day of school, tuition refunds shall be prorated based upon the number of school days the student is enrolled.

**FEES** – The following fees are due on or before the date noted and are paid directly to the school. **No fees will be collected as part of the 10 month tuition payment.**

- Registration Fee – Due with the registration documents in the spring prior to the year for which the student will be attending SACBS. The Registration fees will be discounted, according to the current fee schedule for the registration year.
- Curriculum Fee – Due by June 15<sup>th</sup>.
- Home & School Fee – Due with Registration Packet.
- FACTS Fee – Due with Registration Packet.

**Fees are non-fundable due to student withdrawal.**

**Tuition Assistance** – The primary form of tuition assistance is the sliding tuition scale based upon family income. Family income includes, wages, child support, social security, and other forms of government assistance. The family's prior year tax records, and other pertinent documentation (social security statement, attorney general's report, etc.), must be provided to the school for verification of income category placement.

If funds are available, families may request additional assistance by completing the on-line request through the tuition collection company and providing income tax and W-2 information to the company. **The deadline for requesting additional assistance is March 30<sup>th</sup> for the upcoming school year.** A request for further tuition assistance does not guarantee assistance will be provided.

**Returned Checks** – For payments made to the school there will be a \$30.00 returned check fee for all returned checks. After two (2) returned checks from a family, payments will only be accepted by cash or money order.

A **3% Convenience Fee** will be added to all credit card payments for all payments to the school (tuition, fees and aftercare).

**I/We have read the above St. Anthony Cathedral Basilica School Financial Policy.**

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Signature

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Signature

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Date