

## Tuition Policies for the 2009-2010 School Year

1. All families that choose the one-payment option must pay by August 15<sup>th</sup>. If payment is not received by the **TWENTIETH** of the month, a **\$50.00 LATE FEE** will be added. If payment is not received by September 1<sup>st</sup>, families will be enrolled in the FACTS management plan.
2. Families having a temporary problem making their tuition payment on time may make a cordial arrangement by calling School Board Liaison, Miss Scheffler, or Father Tom. Any reasonable temporary situation will be honored.
3. Payments may be made by check, cash, money order, or cashier's check to St. Joseph School if choosing the one-payment plan. Those families choosing the 10 payment plan will be enrolled in the FACTS management program. (FACTS Management applies an annual \$38 fee.)
4. Parish weekly contributions will be assessed quarterly. Families who are not meeting weekly contributions will have their *Contributing Parish Status* reassessed and changes to tuition rates may apply.
5. All tuition and fees must be paid in full by the end of the school year.
6. Any tuition account that is in arrears after July 1st will be assessed a carry over charge of \$25.00 per month for amounts of \$500.00 or less. Balances greater than \$500.00 will be assessed a carry over charge of \$50.00 per month. Failure to meet contractual obligations will result in alternative collection methods.
7. Attendance will be denied for any student that has an outstanding balance in August. The previous balance must be paid in full before the student will be accepted for the coming school year.

### Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15<sup>th</sup> are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

We have read and understand the policies for late payments, unpaid balances, contributing parishioner status, and withdrawal policies. Additionally, we understand that it is our responsibility to contact the tuition review committee when financial crisis or temporary conditions occur.

Parent Signature: \_\_\_\_\_  
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