

Saint Vincent Ferrer Tuition Policy

2012-2013 School Year

Each year the Board of Specified Jurisdiction (BSJ) approves a written Tuition Schedule for the following academic year. The management of St. Vincent Ferrer School (SVF) is tuition based; therefore, the fulfillment of parental financial obligations is crucial to a sound operation. Tuition is approved annually by the BSJ, Finance Committees, Pastor and Administration. It is the responsibility of the BSJ to ensure that adequate financial resources are made available for the school and that Catholic education is as affordable as possible for the families.

Tuition Payments

All tuition payments are processed through FACTS, the tuition collection service contracted by SVF.

Late Payments

All payments are due on the committed due date. If payments are not received by the due date, a late fee of \$30 will be assessed. Parents or guardians are responsible for meeting the tuition obligation on a timely basis. In cases of financial crisis or valid hardship, it is the responsibility of the parent or guardian to notify the PASTOR/PRINCIPAL so that special arrangements and/or adjustments to the agreement may be discussed. It is a priority that communication be made prior to the scheduled payment due date.

Tuition Delinquency

Consequences of a delinquent tuition account, wherein alternative arrangements have not been made, are: report cards held; all extracurricular activities (e.g. dances, class trips, sports or club activities) suspended; and attendance interruption imposed. Attendance interruption will remain in effect until all tuition is made current, or special arrangements/adjustments are approved by the PASTOR/PRINCIPAL. Tuition accounts must be current by October 31st, end date of first semester and April 30th. Official school records will not be released until all financial obligations are met. Textbooks and sports' uniforms must be returned. An eighth grader will be denied participation in graduation events, including the graduation ceremony, and will not receive a diploma.

Registration

To register for the upcoming school year, a family must complete a registration form (available online), and return this policy, signed as a commitment to pay all amounts due under the Tuition Schedule. A non-refundable registration fee of \$100.00 per child is due prior to February 15th (\$150.00 per child for families that register after February 15th).

Refund Policy

Tuition refunds will be issued on a monthly basis following withdrawal from St. Vincent Ferrer School. Withdrawal prior to the first day of school will result in full paid tuition amount refunded. Tuition is required for the full month in which a student is in attendance regardless of the number of days. Refunds will be issued for the months when there was no attendance, providing an official request for transfer or withdrawal was received.

Saint Vincent Ferrer Tuition Policy (continued)

Tuition Assistance

Parents and guardians who choose St. Vincent Ferrer School have an obligation to finance that education to the best of their ability. As funds available for financial assistance are limited, only registered members of St. Vincent Ferrer Parish are eligible. Applications for tuition assistance must be submitted by March 15th. The Pastor, in his discretion, will decide whether to grant financial assistance. In making those decisions, the Pastor will consider the family's financial need. Tuition assistance grants are applicable to tuition only and are applied to the tuition account on a monthly basis. A student must be in good academic and disciplinary standing to be eligible for an award. After review and evaluation of the request, each applicant will receive the decision in writing. Students with delinquent tuition accounts are not eligible for a grant until the account is brought current. ***All information regarding financial assistance will be handled and kept in strictest confidence, both by the Pastor/Principal and the families.***

I/We have read this agreement, acknowledge St. Vincent Ferrer School Tuition Policy and am/are in agreement with all terms outlined above.

Agreement Confirmed:

Parent/Guardian

School Official

Date Signed _____

Date Signed _____