

SUBJECT: **Tuition**
NUMBER: **3250**
SUPERCEDES DATE: **April 2009**
EFFECTIVE DATE: **October 2011 (Reviewed 10/01/2024)**

I. POLICY

Tuition payments are an investment in the spiritual and academic growth of your child. Tuition must be paid in a timely manner with minimal resources dedicated to the collection of tuition. Support must be given to those in need of assistance. Every effort will be made to provide a Catholic education at St. John School regardless of the ability to pay.

II. PURPOSE

St. John Parish has contracted with third-party tuition management (ex. FACTS Tuition Management) to maximize the parish resources needed to coordinate the facets of tuition collection and assistance, allowing an increase of confidentiality for parents involved in the process.

III. RESPONSIBILITY

The Board of Education writes policy in regard to tuition costs, payments, and collection of tuition. In addition, the Board of Education will engage in the process of strategic planning to ensure adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

IV. PROCEDURE

1. Tuition Payment:

Payment: All families shall be expected to make tuition payments according to one of the payment plan options as determined by the School Administration.

Late Registration: Families registering after the school year begins shall have their tuition prorated and will have the option of paying in full or setting up a monthly payment plan.

Late Payments: It shall be the responsibility of each school family to keep the Business Administrator informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid.

2. Tuition Assistance:

A limited amount of tuition assistance is available from the parish for school families experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. However, since such circumstances are often unpredictable, families should not hesitate to inform the Business Administrator of their needs whenever they arise during the year.

For the sake of your family's security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact the parish as soon as possible when they are experiencing economic difficulties.

3. Non-Admission Of Students Due To Tuition Delinquency:

We make every effort to assist families having financial difficulties, however, it is the responsibility of the family to approach the Business Administrator should difficult circumstances arise. School families failing to pay tuition according to the agreement they have made with the parish or who have been unwilling to make

suitable alternative arrangements with the parish will be required to meet with the Business Administrator to determine their future course with St. John School. At the close of the school year, all delinquent accounts will be examined and all school records (including report cards) may be held until tuition is received.

4. Delinquent Tuition from Previous Year(s):

All previously unpaid tuition must be paid by August 1 if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the parish. If payment is not possible, suitable arrangements must be made with the Business Administrator.

5. Tuition Refunds:

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. After the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance.