

# HOLY GHOST CATHOLIC SCHOOL TUITION AND FEE POLICY

This tuition and fee policy is expected to be strict and will be enforced to insure the financial stability of Holy Ghost Catholic School.

**In order to be considered for participation and enrollment of my children at Holy Ghost Catholic School, I/we agree to the following terms and conditions:**

## **PAYMENT OF TUITION:**

All families have three options of paying the tuition in the following ways as required by the Archdiocesan Financial Policy:

### **Tuition Payment Option 1:**

Full payment due on June 1<sup>st</sup> with a \$50 discount. This payment should be made to F.A.C.T.S. There is no fee charged by F.A.C.T.S. to families who pay in full by June 1<sup>st</sup>.

### **Tuition Payment Option 2:**

Two payments of 50% of tuition due on June 1<sup>st</sup> and December 1<sup>st</sup>. Payments should be made directly to the school. **If unforeseen financial problems should occur, your tuition account shall be converted to the F.A.C.T.S. Plan by December 15<sup>th</sup> and the first payment will be deducted in January.**

### **Tuition Payment Option 3: F.A.C.T.S. Electronic Tuition Payment Plan; Choose 10 or 12 Months**

- The F.A.C.T.S. Plan is an automatic electronic payment plan from your checking or savings account. Those choosing the monthly plan will authorize their financial institution to make automatic monthly payments to F.A.C.T.S. on either the 5<sup>th</sup> or the 20<sup>th</sup> of the month.
- A F.A.C.T.S. administration fee will be automatically processed by F.A.C.T.S. as soon as they receive the application. Only one fee is required per account per year, regardless of the number of students attending the school per family.
- The 12 month F.A.C.T.S. plan begins in June and the 10 month plan begins in August. Final payment for both F.A.C.T.S. Plans ends in May.

**Tuition does NOT INCLUDE extracurricular and sports fees, field trip expenses, Technology/Book Fee, Parish Subsidy, Fundraising Obligation, etc. These fees are due separately to the school when they appear on your monthly ledger.**

## **DELINQUENT TUITION PAYMENTS:**

If F.A.C.T.S. attempts to collect a tuition payment from a family's account and there are insufficient funds, the following actions are taken:

- The company will immediately charge the account a **\$30.00** NSF fee.
- F.A.C.T.S. will attempt to collect the payment every 5<sup>th</sup> and 20<sup>th</sup> of the month for two months.
- F.A.C.T.S. will charge a NSF fee for every attempt that is unsuccessful.
- Should tuition payments be delinquent for two consecutive months, after the 10<sup>th</sup> day of the second month, the student is ineligible to return to class until the tuition and fines are paid in full (ASF/CSO #5030)

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- Should the tuition remain past due by the 25<sup>th</sup> day of the second month, the student will be disenrolled from the school (ASF/CSO #5030).
- If a student has been reenrolled and tuition payments again become delinquent, the child shall be disenrolled unless the tuition that is due for the remainder of the year is paid in full.

### **TUITION REFUNDS:**

- Students who have paid their tuition in full and withdraw prior to the first day of school shall receive a full refund of tuition.
- Registered students who withdraw after the first day of school are responsible for the full year's tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.
- No tuition will be refunded due to a disciplinary dismissal or any other dismissal from the school.

### **Upon termination, withdrawal, or disenrollment, the following nonrefundable school fees are incurred and owed immediately:**

1. Balance of full year's tuition
2. Fundraising Obligation of \$650 for 1 student, \$850 for 2 students, \$950 for 3 students, \$1050 for 4 or more students;
3. Athletic and Extracurricular Fees;
4. Parish Operational Subsidy;
5. Fees for any textbooks, library books, school supplies;
6. Technology/Book Fee.

### **PARISH OPERATIONAL SUBSIDY:**

The Parish Operational Subsidy is the responsibility of each family. If a parish does not pay the Parish Operational Subsidy, the family is required to pay this amount by December 31<sup>st</sup> of the current school year. Currently, the Parish Operational Subsidy is \$500 per student.

**FINANCIAL ASSISTANCE** is provided to families based on need and circumstance. In order to receive financial assistance, families must submit an application to F.A.C.T.S..

**Financial assistance is for tuition only and shall not be applied for the student's Parish Subsidy, Registration Fee, Technology/Book Fee, Athletic or Extracurricular Fees or to fulfill a family's Fundraising Obligation.**

**Please keep for your own records.**