



## Tuition Policy 2019-2020

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### **Tuition**

Families accept the responsibility of tuition and are financially obligated for the full year's tuition when their child takes a seat at SCS. Parents will not be able to register their children for the next school year if all financial obligations are not met for the previous year.

Tuition costs are set annually. Due to contractual commitments to our teachers and staff as well as other annual expenses, families are required to satisfy their tuition payment.

#### *For K-8 families*

In addition to tuition, it is required that each family:

- Purchase six Gift Calendars as part of the SCS Fundraising Program
- Pay a \$10 PTT (Parents & Teachers Together) fee
- Fulfill their service commitment or pay a \$300 "opt out" fee

### **FACTS Program**

All families are required to create an account with the FACTS program. All tuition payments and fees will be processed through FACTS. If you cannot pay electronically, checks can be mailed directly to FACTS.

Families may choose from the following **options** for tuition payment:

**Payment in Full:** Payment in full is due in July 2019. A one-time payment can be made directly to the FACTS Tuition Management Company. A non-refundable yearly enrollment fee of **\$20** is charged for this service through FACTS.

**Two Payments:** Two payments due in July 2019 and December 2019 can be made directly to the school or through the FACTS Tuition Management Company. These payments are automatically processed from checking or savings accounts on the 5<sup>th</sup> or 20<sup>th</sup> of July and December 2019. A non-refundable yearly enrollment fee of **\$20** is charged for this service through FACTS.

**Monthly Payments:** Monthly payments are made through FACTS Tuition Management Company. Payments are made over a period of 10 months beginning in July 2019 and concluding in April 2020. Monthly payments are automatically processed from checking or savings accounts on the 5<sup>th</sup> or 20<sup>th</sup> of each month. A non-refundable yearly enrollment fee of **\$50** is charged for this service through FACTS.

**Credit Card Payments:** Credit card payments are accepted. If you opt for credit card payment, a **convenience fee (2.85% of total tuition)** will be automatically charged to the card you designate. Acceptable cards are American Express, Discover, MasterCard and Visa. The convenience fee is in addition to your nonrefundable enrollment fee.

### **Financial Aid**

Students in grades K-8 are eligible to apply for financial aid. In order to be considered, families must contact the school principal. The school principal will then apply for funding on the family's behalf. A completed FACTS Grant and Aid Application for 2019-2020 is required to be considered for financial aid. Applications will be reviewed on a rolling basis.

Families **reapplying** for aid must complete this application by April 12, 2019. The application link and instructions on how to apply are located on Parentsweb. If families do not complete this application by the deadline, their financial aid will not be renewed. Families must demonstrate financial need through FACTS in order for their aid to be renewed.

The fee for this application is \$30. Please note preschool students are not eligible for financial aid.

**Finance Charges on Returned Checks:**

Checks that do not clear are the responsibility of the parent. A \$30 fee will be assessed for any check made payable to St. Charles School that is returned for insufficient funds. When replacing a returned check, it must be paid by a money order, bank check, or cash.

**Returned Payment Fee on FACTS Payments:**

If a payment is returned to FACTS due to insufficient funds, FACTS will attempt to withdraw the payment up to two (2) times on the next available date. In this case, a \$30 **FACTS Returned Payment Fee** will be automatically deducted. If payment is returned to FACTS three (3) times, payment must be made in the form of money order or bank check to St. Charles School. When replacing a returned check, it must be paid by a money order, bank check, or cash.

**Tuition Delinquency**

If unforeseen financial difficulties arise, families should immediately contact the School Business Office to arrange for an alternate payment plan. SCS strives to work with families; however, we require adequate cash flow to meet financial commitments. Families who fail to pay tuition according to the agreement that they have made with SCS, or who have been unwilling to make alternative arrangements, will be notified that their student(s) will not be allowed to attend SCS until payment is current. If tuition delinquencies exist:

July & August Payments	Student(s) will forfeit their seat and not be admitted on the first day of school
Payments through December	Student(s) will not be re-admitted on first day of class in January
All payments final by April 20, 2020	Student(s) cannot take final exams and report cards will show an incomplete in each subject. Seventh and eighth grade students will not be allowed to participate in the Spring trip. Eighth graders will not be allowed to participate in graduation ceremonies or receive their diploma.

**Withdrawal:**

The cost of your child’s education is a full school-year expense. Please note that books are purchased, teachers are hired, and classrooms are prepared in anticipation of each student’s full-year enrollment. As a result, St. Charles School has specific policies and guidelines regarding students who withdraw from the school.

**Families with students in grades K-8 that withdraw their student before the end of the school year are financially responsible to pay their child’s tuition through that current marking period. Preschool families are responsible for tuition through the end of the month they depart.**

Written notification is required and a withdrawal form must be completed at the School Office. Tuition must be current and up to date before the withdrawal process can begin. Registration fees, financial aid and scholarships are not considered tuition payments and will not be refunded in the event of a withdrawal. There is no tuition refund for students expelled for disciplinary reasons.

Contact Information: St. Charles School Office 781-935-4635 ext 222  
 Parish Business Office 781-933-0300 ext 230