

# HOLY APOSTLES' TUITION POLICY

Holy Apostles School makes every effort to keep tuition and fees as affordable as possible. We also understand the financial sacrifice that parents make to send their children to our Catholic school. Holy Apostles provides a comprehensive Catholic education supporting each student's development and personal success. The tuition is well below the actual cost of education. Donations from Holy Apostles parish pay over 45% of the school expenses that are not covered by tuition and scholarships.

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Tuition for the year may be paid in annual, semi-annual, quarterly or monthly installments. Tuition must be paid directly to the School by the designated due date, as stated in your signed tuition contract.

## WITHDRAWALS AND REFUNDS

Considerable effort and expense are incurred throughout the registration period and continues during the summer months as we plan and prepare for your child's inclusion in our school community. We understand that plans and circumstances sometimes change. Should you decide to withdraw your child, the following policy applies:

If written notice of withdrawal is received by the school **on or before August 15**, the entire tuition obligation will be waived, and any payments made will be refunded upon written request to the school.

If a written notice of withdrawal is received by the school **after August 15** and the student does NOT attend, 90% of the annual tuition will be forgiven. The family is obligated to pay the remaining balance of 10% of the annual tuition. If payments were made in excess of 10% of the annual tuition, a refund for that amount will be issued upon written request to the school.

If a family chooses to withdraw their child(ren) from the school once they begin attending, the family tuition obligation will be calculated as follows:

Withdrawal Month	Annual Tuition Obligation
September	70% of tuition forgiven; family obligation 30%
October	60% of tuition forgiven; family obligation 40%
November	50% of tuition forgiven; family obligation 50%
December	40% of tuition forgiven; family obligation 60%
January	30% of tuition forgiven; family obligation 70%
February	20% of tuition forgiven; family obligation 80%
March	10% of tuition forgiven; family obligation 90%
April, May, June	No adjustment; family obligation 100%

Calculations will be based on the last month in which the child(ren) **attended one or more days of school**. If payment has been made in excess of the family obligation, a refund will be granted upon written request to the school.

## **DELINQUENCIES**

At Holy Apostles Catholic School, we want to make a Catholic education as affordable as possible. By enrolling in Holy Apostles Catholic School, families promise to pay tuition, minus any scholarship or financial aid received, according to their tuition contract signed. This is a serious promise. As circumstances occasionally make an on-time payment impossible, we do not charge a late fee nor a fee for returned checks or electronic chargebacks beyond any fees charged us by our bank. Tuition pays the salaries for faculty and staff. Many school families work hard to plan and sacrifice to pay tuition on time. It is a matter of justice and an expectation that every family will be current with tuition, or as circumstances require, maintain a payment plan that will bring them current as a condition of enrollment. If tuition and fees cannot be paid on time, families must immediately communicate with the School administration in writing to prevent enforcement of delinquent tuition procedures.

Families whose tuition payment is delinquent (late) will receive an email or call from the School within 14 days following the missed due date.

Families whose tuition payment is delinquent 30 days will receive a letter; this letter will come from the Business office. If tuition payments are 60 days delinquent, the Pastor will be notified and a second and final letter will be sent. It is expected that the parent/guardian will agree to a revised payment plan at that time.

Students with delinquent tuition payments greater than 60 days, may not participate in school activities, sports, concerts, and field trips. Eighth grade students may not participate in any graduation activity or graduation ceremony until delinquent tuition is paid in full.

Financial obligations shall be reviewed at the end of each trimester. The pastor and principal shall meet with parents to make decisions regarding payment of unpaid tuition and fees.

A tuition-paying student may be dismissed at the end of a trimester for non-payment of financial obligations when the parent or guardian has failed to demonstrate sufficient good faith in attempting to meet these obligations. However, the student will be allowed to complete all academic work in progress, including class/trimester/final exams, before terminating enrollment for non-payment of tuition/fees.

Families with delinquent tuition payments may be ineligible to re-register or apply for financial aid for the following school year.

## **FEES**

Checks and electronic payments that fail (i.e., do not clear the bank) will result in a \$35 fee per occurrence.

Families may be charged for other fees in addition to tuition (i.e. after school programs, meal programs, graduation, technology or other general fees).

Fees are not refundable.

Families with accounts requiring collection action will be responsible for paying all associated collection fees, attorney's fees and costs.

**ACCEPTANCE OF THIS TUITION AND FEES POLICY is indicated when families sign their tuition contract.**

I have read this policy and agree with the following:

- I/we understand my obligation to make timely tuition payments.
- I/we understand that I/we will be charged a \$35 fee for returned or rejected checks and failed electronic payments.
- I/we understand that I/we have a tuition obligation if withdrawal notice is given after August 15th, even if my child does not attend school.

I/we agree to pay the total tuition amount and fees applicable to my child/children, adjusted for any applicable financial assistance or scholarship awards (if any), according to the terms outlined in the signed Tuition Contract for the current school year. I/we understand that failure to comply with the Holy Apostles' tuition payment schedule will jeopardize our child's attendance at Holy Apostles.