

## *St. Hubert Catholic School*

Tuition Policy  
2010 - 2011

The operation of St. Hubert Catholic School is tuition based; therefore, parental financial obligations are crucial to its smooth operation. We believe that our tuition payments are an investment in your child's education (and religious formation). The tuition and fees for St. Hubert Catholic School are approved annually by our School Board, the Parish Finance Committee, the school's Administration and the Pastor. The following policies are in effect for tuition and fees:

### **Tuition Payment**

There are **two** basic payment options to make tuition payments. All tuition payments are received and processed through Tuition Management Systems (TMS). TMS is the contracted provider by St. Hubert Catholic School for administering our tuition program. The tuition plans are as follows:

1. Full Payment (One Payment) – The entire Tuition is due on or before June 15. Families must notify the administration by May 15 when selecting this payment option.
2. Monthly Payments – (12 payments) – Monthly payments are due on or before the 1<sup>st</sup> or the 15<sup>th</sup> of the month beginning in July and ending in June. All automatic payments must be set up two weeks before the actual due date.

Special note: Although there are two basic payment plans, tuition payments may be processed on-line via a credit card which are initiated by the family each month. All fees for this service are paid by the parents.

### **Late Payments**

All payments are due on the selected due date. If payments are not received by the due date, a late fee will be assessed. All families are responsible for meeting their tuition obligation to St. Hubert Catholic School on a timely basis. **Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify the PRINCIPAL/PASTOR/BUSINESS MANAGER so that special arrangements and adjustments to your agreement can be made.** This payment plan must be agreed upon by all parties.

### **Tuition Delinquency**

Any family whose tuition account falls two months in arrears and has not made alternative arrangements, will have their student's report cards held and may be removed or restricted from all extracurricular activities (e.g. dances, class trips, sports or club activities) and subject to Financial Suspension. If Financial Suspension is imposed, the student will be asked to leave school until all tuition and fees are paid in full. No official school records will be released for any student until all financial obligations are completed. All textbooks, library books, sports uniforms and/or band uniforms and equipment must be returned as well.

Any eighth grade student with outstanding tuition or fees will not be able to participate in eighth grade activities and/or graduation ceremonies.

### **Registration Fee**

Both new and returning students will be required to pay a non-refundable family registration fee and a per student lunch service fee. Returning students must complete and return all Tuition/Registration form to the school office along with all fees to hold or reserve his/her spot for the following year. If the school does not have all registration forms and/or fees, the student is not considered enrolled for the following year. Parents, guardians or persons responsible for the payment of tuition are required to sign and return all registration forms. **If any registrations forms are not signed and/or returned or fees have not been paid, the student will not be considered registered. ALL FEES ARE NON-REFUNDABLE.**

## Late Registrations

Families registering after June 15<sup>th</sup> shall be expected to fulfill their tuition obligation according to the tuition policy stated above. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be attending according to a formula established by the Administration.

## Refund Policy

For students who withdraw from St. Hubert Catholic School, tuition refunds will be issued on a monthly basis. If a student withdraws prior to the first day of school, the entire tuition amount paid will be refunded. Tuition is required for any month in which a student is in attendance regardless of the number of days. Refunds will be issued only for those months there was no attendance providing an official request for transfer or withdrawal has been received.

## Tuition Assistance

### **After the Start of the School Year**

St. Hubert Catholic School has a limited amount of financial funding to offer tuition grants to qualified students whose families demonstrate financial need. However, families that are in need of financial assistance will be responsible to pay all fees and at least half of the total tuition amount monthly. In addition, the family will be required to secure the second half of the tuition amount through a sponsoring agent like parishioners, other family members, or local businesses. The combined payments from the family and the sponsoring agent (parishioners, other family members, or local businesses) will make up the total monthly tuition payment. The sponsoring agent can also elect to pay their portion in one payment. **Proof of that support must be presented to school. Students receiving financial assistance must be in good academic and disciplinary standing to be eligible for an award.** A Private School Aid application must be submitted along with the appropriate fee and any other required information/forms. These applications are available through the school office. Some assistance and direction will be given to those parents that are in financial need relative to securing the second half of the annual tuition bill. Tuition assistance must be secured and agreed upon within a 60 day period unless an exception is granted by the Pastor or the school's Administration.

### **Before the Start of the School Year**

Any families, who need financial assistance before the start of the school year will be required to submit their financial aid application to Private School Aid Service no later than April 15<sup>th</sup>, be able to pay at least half of the total tuition expense monthly, and secure the last half of the tuition bill through a sponsoring agent (parishioners, other family members, or local businesses). After a review and evaluation is completed, the school will be provided with a report from Private School Aid indicating eligibility. A letter of notification will then be sent to each family before June 15<sup>th</sup>. Students whose current year's tuition is delinquent cannot request financial assistance until their account is current or if an exception is made by the school administration. Tuition assistance is applicable to tuition only and is applied to the tuition account on a monthly basis. Financial funding is limited and available on a first come first serve basis.

I/We have read this agreement and expressly acknowledge St. Hubert Catholic School Tuition and Fee Policy and are in agreement with all terms outlined in this agreement.

Agreement Confirmed:

Parent/Guardian

St. Hubert Catholic School Official

X \_\_\_\_\_ X \_\_\_\_\_

X \_\_\_\_\_ Date \_\_\_\_\_