



## Saint Saviour Catholic Academy

# Tuition Payment Policy

St. Saviour Catholic Academy is dedicated to maintaining careful management of its finances and has adopted the policies listed below covering the payment of tuition and fees and other related financial issues. We appreciate our families' cooperation in assisting the Academy in meeting its financial obligations in a timely manner.

1. Tuition payments are due on the dates stipulated in the enrollment agreement or on the dates arranged by an alternative payment plan. The Academy, via FACTS, will send monthly bills and statements, but it is a family's responsibility to be aware of all due dates.
2. The required tuition deposit must accompany each enrollment agreement. If an agreement is received without a deposit, it will be returned, and the child will not be considered enrolled. An agreement will only be accepted by the Academy if the family is not in arrears on tuition.
3. Each family must register with the FACTS Tuition Management Plan.
4. If payment cannot be made on time, it is the parent's responsibility to contact the Academy Financial Secretary and make appropriate alternative arrangements.
5. A student will be denied entry to the opening of school in September if less than 40% of the tuition has been paid. If 70% of the tuition is not paid by December 10<sup>th</sup>, the child will be dismissed and unable to return after the Christmas break. If the full tuition is not paid by March 10<sup>th</sup>, the child will be dismissed from the Academy. It is the parent or guardian's responsibility to ensure that the child is enrolled in school and not truant following dismissal from the Academy.
6. Payments must be **received** by the Financial Secretary or his/her office no later than 5:00 p.m. on (a) the FACTS scheduled quarterly due dates of May, August, November and February or (b) over ten months on the first days of May to February of each school year.
7. Each account will be charged a \$25 late fee for each month the account is in arrears and a \$25 returned check fee.

Questions regarding billing should be directed to the Financial Secretary, at 718-768-8000 x. 6.

While acting as responsible trustees of our parents' tuition dollars, the Academy is also committed to working with families who suffer an interruption of income. We encourage families finding themselves in this situation to contact the Financial Secretary to discuss payment arrangements or to make an appointment with the Board's Tuition Assistance Committee.

The Academy, through its Board of Directors, will consider tuition assistance requests from families in need. The family must first complete all Diocesan financial aid forms. Once the application has been reviewed by the Diocese, please submit a written request to the Tuition Assistance committee and give it to either the Principal or the Financial Secretary.

Thank you for your confidence and trust in St. Saviour Catholic Academy.