

Financial Policies for Tuition and Fees

St. Clare School

St. Clare School is dedicated to providing quality education in a Christ-centered environment. The School relies on tuition and fees paid by its families for its operation. Each family is expected to honor their financial commitments to the school. This document describes the policies concerning each family's financial commitment to the school. This document is an integral part of the Tuition Agreement.

Agree to Pay Tuition: All families agree to pay the total amount of all tuition and fees assessed. Families understand that they will not be enrolled in St. Clare School unless they comply with these policies and pay the first tuition installment by August 1 of the School Year.

Honor Commitments: Families that do not honor their commitments to the School will be asked to leave St. Clare School.

Agree to Sign Documents: All families must submit a completed Annual Tuition Agreement and non-refundable registration fee to secure their enrollment. Families may not send children to school and will lose their enrollment if they fail to submit these items.

Automated Tuition Collection: The School utilizes an automatic tuition collection service (known as FACTS) to collect tuition and fees from families. Tuition and fees will be automatically deducted from the bank account each family specifies during the FACTS Registration Process. These deductions will take place on fixed dates and will be for fixed amounts.

FACTS Registration Required: All families enrolled in St. Clare School are required to complete the FACTS Registration Process regardless of the manner in which the family chooses to pay its tuition or fees, without exception.

Annual Tuition Agreement Required: The Annual Tuition Agreement defines the tuition and payment plan for the School Year. This Agreement must be completed by each family and submitted to the school office before a student may be enrolled. Student enrollment will not be guaranteed until the Annual Tuition Agreement and Registration Fee have been submitted to the School Office.

Multiple Parties: When tuition or fees are to be paid by more than one party, each party must fully honor all of the terms described in this document. The school can structure individual payment responsibilities and terms for families in these situations. Please contact the Bookkeeper for details.

Standard & Legacy Rates: Legacy Tuition Rates are available only to families who (a) were enrolled in any portion of the 2013-2014 School Year, (b) have remained enrolled on a continuous basis since that School Year, and (c) have honored all of their financial obligations to St. Clare School on a continuous basis since that School Year. A family remains enrolled as long as at least one student in the immediate family is enrolled. All other families will pay Standard Tuition Rates.

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Parish Tuition Rates: Parish Tuition Rates are available only to those families who qualify. All families ineligible for Parish Tuition Rates will pay Non-Parish Tuition Rates. Families must contact the School Office and request Parish Tuition rates. The School will determine the family's eligibility based on the family's participation at and support of St. Clare Parish. Participation means being active in the liturgical and ministerial life at St. Clare, attending Mass and providing financial support to St. Clare Parish. Ministerial and financial participation at St. Clare Parish must be regular, continuous, verifiable, measurable and significant. Families must show participation for a period of at least one year to become eligible for Parish Tuition rates. Participation is reviewed on an annual basis and Tuition Rates will be adjusted for those who are no longer eligible.

Payment Schedule: The first tuition payment for all payment plans for the School Year will be deducted on either July 5th or July 20th, depending on family preference. For tuition that is to be paid in one installment, the installment will be deducted on either July 5th or July 20th. For tuition that is to be paid in two installments, the first installment will be deducted on July 5th or July 20th and the second installment will be deducted on November 5th or November 20th. For tuition that is paid in ten monthly installments, each installment will be deducted on the 5th or 20th day of each month, July through April.

May 1 - Tuition Paid in Full: Tuition must be paid in full by May 1 of the School Year. Student registration will not be accepted for a new School Year until all previous financial obligations are satisfied or until satisfactory arrangements have been made with the Principal.

Special Arrangements for Late Payments: If tuition, child care or other fees are not paid in full by May 1, families must contact the Principal to make arrangements to resolve their obligations. If satisfactory arrangements are not made, then the family will no longer be enrolled at St. Clare School. Eighth Grade students in these families will not participate in any graduation activities.

Delinquent Payments: Tuition payments are delinquent if they cannot be deducted on the scheduled day. FACTS will continue to attempt to deduct tuition that is due until the balance is paid. FACTS will assess missed payment fees for each unsuccessful deduction attempt. Families whose payments are seriously delinquent will be required to enroll in directly monitored payment plans with additional obligations and penalties.

Returned Checks: All Checks that are dishonored by the bank are subject to Service Charges. In the event a family has more than three returned checks, all remaining payments must be paid in chase, cashier's check or money order.

Financial Assistance: Financial Assistance may be available for families with demonstrated need. Please inquire about Financial Assistance at the School Office. Applications must be filed each year and are available in January.

Withdrawal Policy: If a family withdraws from school, the family must provide thirty days written notice to the Principal. If a family fails to provide notice, they must pay one additional month of tuition.

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Refund Policy: Registration Fees are not refundable. Payments made for tuition or child care fees on a monthly installment plan are not refundable. Payments made for tuition or child care fees on an annual or semi-annual installment plan are refundable according to the following schedule, provided that the family provides written notice as described above. Refund percentages are applied to amounts actually paid.

Withdrawal Date In	Refund Under Annual Plan	Refund Under Semi-Annual Plan
July, August, September	60% of amount paid	30% of amount paid in first installment
October	50% of amount paid	20% of amount paid in first installment
November	40% of amount paid	10% of amount paid in first installment
December	30% of amount paid	No Refund
January	20% of amount paid	30% of amount paid in second installment
February	10% of amount paid	20% of amount paid in second installment
March	No Refund	10% of amount paid in second installment
April or Later	No Refund	No Refund