



St. Monica Catholic School

Tuition Policies

Revised Nov 2023

The financial commitment to St. Monica Catholic School represents an investment in your student's education and development of their faith. During enrollment, all families select a payment plan and are expected to remain current in their payment of tuition and fees during the year.

- 1. Terms of payment for tuition and fees.** The tuition rate set at the time of enrollment continues throughout the school year and does not change (for example, if a non-parishioner becomes a member during the year or if a student is baptized during the year). Tuition for students enrolling after the first day of school will be prorated over the number of months they will be in attendance.
 - All payments will be made through the FACTS Tuition Management plan. Options for payment include:
 - Monthly - 11 payments, June through May (no January payment because re-enrollment fees are due in January), annual FACTS enrollment fee charged for Monthly payment plans.
 - Semester - Due June and December, payments on the 1st, 5th, 16th or 20th of the month, annual FACTS enrollment fee charged for Semester payment plans.
 - Annual – Full payment made by June 1, no annual FACTS enrollment fee
 - Payment methods
 - Automatic payments from checking/savings account
 - Automatic charge to credit card – subject to 2.85% credit card fee
 - “Invoice” payment – full balance of tuition and fees due on June 1 and other situations as deemed necessary. No families with a past due history may use the Invoice payment method
 - Tuition insurance – FACTS offers the “Peace of Mind” benefit that is payable upon the death of either the Responsible Party (plan owner) or their legal spouse. Information is provided during annual enrollment.

2. **Terms of payment for miscellaneous charges.** Miscellaneous charges for After School Programs, Pines field trip, etc. are billed through FACTS' Incidental Billing program. Families receive email notification of these charges and due dates. All families will set up automated payment plans for Incidental Bills during online enrollment.
3. **Tuition rates.** Tuition rates are approved annually by the Finance Council and published in January for the following school year.
 - **Supportive Parishioner Rate.** Families who meet the following criteria (determined by the Pastor) are eligible for tuition at the Supportive Parishioner Rate:
 - At least one parent must be a practicing Catholic and registered with St. Monica Catholic Parish or actively working on completing their sacraments of initiation.
 - Children who attend St. Monica Catholic School must have received or be actively preparing to receive sacraments appropriate for their age.
 - The family attends Mass at St Monica Catholic Church and has an established contribution record with the parish with contributions of \$23 a week or \$1,196 per calendar year. Contribution requirements are based on calendar year church contributions, and families should use their parishioner envelopes or donate online to ensure that records are correct. Only Sunday church contributions are considered – Annual Fund, Renovation Fund, Special Collections, Dad's Club, PTO, and other contributions are not included.
 - **Non-parishioner rate.** Non-parishioners will pay the full tuition rate with no multi-child grants.
 - **Fees:**
 - Application Fee - new applicants only, nonrefundable, processed with Online Application
 - Enrollment Fee - nonrefundable, processed as Online Enrollment is submitted
4. **Payment Date Adjustments, Past Due Accounts and Returned Payments**
 - It is the parent's responsibility to advise the Tuition Management Office if there are any problems with maintaining on time tuition payments. Families with emergency financial hardship (loss of employment, medical issues, etc.) must propose a payment plan to the Tuition Management Office, and the school administration will work with individual families to make arrangements for alternative payment plans.
 - Families can adjust payment dates within the same month by logging into their FACTS account. Requests to postpone individual payments to future months will be reviewed by the Tuition Management Office and, if approved, changed in FACTS.
 - FACTS charges a \$30 Returned Payment Fee for the first returned payment.
 - If a family's FACTS payment plan becomes "Inactive" due to closed accounts, stopped payments, etc., or if delinquent charges are not brought current in 30 days, the family will be contacted to schedule a meeting with the Business Manager and the Tuition Manager to discuss the situation.

5. **Refund of Tuition and Fees (effective 5/31/2024).** Families who withdraw their student(s) during the school year will be responsible for tuition charges according to the following:

- Withdrawal notification must be made in writing or by email to the school office with a copy to the Tuition Manager.
- Application and Enrollment/Re-enrollment fees are non-refundable
- Refund of tuition – within 30 days of a student(s) official date of withdrawal, calculations based on the official school calendar are generated to determine if a refund or balance is due:
 - Student(s) withdrawn after May 31st but prior to the beginning of quarter 1 are responsible for quarter 1 tuition charges
 - Student(s) withdrawn during quarter 1 are responsible for quarter 1 & 2 tuition charges
 - Student(s) withdrawn during quarter 2 are responsible for quarter 1, 2, and 3 tuition charges
 - Student(s) withdrawn during quarter 3 or 4 are responsible for all 4 quarters of tuition charges
 - Refund of tuition for months when the student was in attendance is only possible with the approval of the Principal and the Business Office

6. Tuition Assistance

- Tuition Assistance is offered to St. Monica Catholic Church parishioners in good standing who have students in Pre-K through 8th grade.
- Application for Tuition Assistance is made online through the FACTS Grant & Aid Assessment program. Due dates and information are available on the school website, www.stmonicaschool.org.
- Applications for Tuition Assistance must be renewed each year.
- Maximum Tuition Assistance varies depending on the community needs each year, but no family will receive more than 40% of their annual tuition charge. By accepting the Tuition Assistance award, families must maintain the confidentiality of their individual award. If this confidentiality is breached, St. Monica Catholic School reserves the right to rescind the award.

7. **Scholarships** Several organizations affiliated with St. Monica Catholic School offer scholarships to returning students and at times to students new to the school. Details are available on the school website.