

STATEMENT OF TUITION POLICY & CONTRACT

Tuition does not cover the full cost of educating a child at Sacred Heart School. Revenues from charitable donations, fundraising efforts, special events, development activities, and parish subsidies are necessary to balance the school's budget. All families enrolling their child(ren) do so with the understanding that it shall be for the entire school year and that they are therefore liable for all expenses (tuition, fees, etc.) incurred during the period of enrollment as outlined in this contract.

A. TUITION PAYMENTS AND OPTIONS

- FACTS Tuition Management handles the billing and payment processing for all tuition payments made to Sacred Heart School. All payments are due through FACTS Tuition Management by the 5th or 20th of the month according to your specific payment plan.
- Tuition must be paid in full according to your agreement with FACTS Tuition Management. For families selecting either the one-time or two equal installment plan, the full or first **payment must be received by August 5th. Delinquency could result in a student being placed on a waiting list or denied admittance..**

B. RE-ENROLLMENT

- Families must re-enroll their students annually. There are non-refundable fees for each student due at the time of re-enrollment. These are a \$25.00 registration fee, a \$200.00 book fee, and a \$200.00 technology fee.
- Families with special circumstances or custody issues that require more than one party to satisfy the tuition payment must collectively meet all financial obligations (tuition, fees, and other charges that might apply).
- Families receiving scholarships, financial aid, and/or parish assistance **MUST** re-apply for aid through FACTS Grant and Aid Assessment each year.

C. FINANCIAL ASSISTANCE

- The Diocese of Providence has a variety of funding sources which provides assistance for families who demonstrate the greatest need. Applications are available online through FACTS Grant and Aid Assessment at <https://online.factsmgt.com/signin/3HS3Z>.
- It is each family's responsibility to provide all the necessary information required by FACTS. Sacred Heart School does not assist with the application nor does it determine awards.
- Parishes in the Diocese of Providence are required to designate a portion of their annual income to assist and promote Catholic education. Active members of Sacred Heart Parish receive a reduced tuition of \$300.00 per student per academic year. Communicants of other Catholic parishes should contact their pastors and discuss financial assistance options.

D. LATE / MISSED PAYMENTS & DELINQUENCY

- A **\$25.00 late fee for each payment not received** by the due dates stipulated in your payment schedule will be applied.
- FACTS Tuition Management system may charge additional fees. In addition, school families who are in arrears for two or more monthly payments will be notified their child(ren) will not be allowed to attend school, according to the "Non Admission" policy stated below. If an emergency occurs, suitable arrangements are to be made with the Principal within 10 school days.
- Students will not be permitted to take final exams or complete and submit other assignments occurring in the final weeks of school until all tuition and fee obligations have been met. If those obligations are not met, it will result in an "incomplete" final grade.
- Graduating students will not be permitted to participate in graduation ceremonies and/or activities nor receive their diplomas until all tuition and fee obligations have been made.
- Sacred Heart School charges a **\$35.00 fee for returned checks**. FACTS Tuition Management may charge an additional fee.

- Sacred Heart School may use any legal means necessary to remedy tuition delinquencies, including using a third-party collection agency/attorney. All fees or costs, including attorney and court fees, incurred by the school in collecting money owed will be included in the balance due.

E. NON-ADMISSION OF STUDENTS DUE TO DELINQUENT TUITION

Families encountering financial difficulties may contact the principal to determine whether a suitable alternative payment plan is possible. School families who fail to pay tuition according to the agreement, and ***who have demonstrated an unwillingness to meet with the principal to make suitable alternative arrangements***, will be informed that their child(ren) will not be allowed to attend school and daycare, if those services are utilized.

When a parent/guardian fails to meet an agreed date for payment:

- FACTS Tuition Management will send a late notice after 7 days of delinquency requesting payment and notifying the family that a late fee has been applied to the balance.
- If payment is not received within 14 days of the original due date, FACTS Tuition Management will contact the family by phone and/or email. In addition the school office will contact the family seeking payment.
- If payment is not received within 21 days of the due date, the principal will send a notice requiring payment within 7 days, or the child/children will not be admitted to class until such payment is made.
- Registration for the following academic year will not be accepted for any student(s) whose tuition account is in arrears.

F. DELINQUENT TUITION FROM PREVIOUS YEAR

- All previously unpaid tuition must be paid in full according to your FACTS Tuition Management agreement to reserve a student's placement for the upcoming academic year. (If an outgoing student leaves a balance due, the younger siblings will not be admitted to school until the outgoing student's balance is paid in full).
- Families with a record of delinquency and/or those who did not pay the prior year's tuition obligation on time will be **required to take "Peace of Mind" insurance through FACTS Tuition Management before their child/ren's re-registration is accepted.**
- According to Diocesan Policy "*Families ending the school year still owing tuition, or other incidental fees, may not return to the School, or transfer into any other Catholic school, until their prior tuition obligations for all school years have been met.*"

G. DISMISSAL FROM TUITION

If at any time SHS determines, at its sole discretion, that it cannot successfully provide a student a Catholic education or that allowing a student to continue his or her education at the SHS would hinder the School's mission or operation, regardless of whether it is because of the student's conduct, his or her parent's/guardian's conduct, or any other outside circumstances, SHS may require the parents/guardians to withdraw the student. In such an instance, any tuition paid in advance will be refunded to the family, unless the reason for the involuntary withdrawal was a result of severe disciplinary reasons. Students who leave the school as a result of severe disciplinary action or due to the actions of a student's parent/legal guardian will be responsible for paying the full tuition. Nothing contained in any other policy, handbook or verbal conversation can alter or minimize SHS's unilateral discretion to terminate a student's enrollment.

H. TUITION REFUNDS

- Parents/guardians who decide to cancel their child/ren's enrollment must notify the principal in writing prior to August 1st. A refund for the full amount of pre-paid tuition, minus non-refundable fees will be issued.

- If a family decides to withdraw their student(s) or if the decision to withdraw is at the discretion of the school, the family will be billed or refunded according to a per diem rate. The family is responsible for all non-refundable fees.

TUITION CONTRACT FOR _____
[STUDENT]

*Parent/Guardian signature(s) on this Contract is a promise to pay tuition in accordance with the terms herein. You agree to pay tuition to **Sacred Heart School** which includes tuition and certain related fees. This amount does not include **incidental fees**, such as club and activity fees, lunch fees, fundraisers, or other fees for before- or after school care. You must make payments to through **FACTS Tuition Management**, the school's designated tuition management program.*

Tuition for Grades K-8 for the 2019-2020 school year:

\$4,000.00 for active parishioners of Sacred Heart Parish (*Status is to be determined by the pastor.*)

\$4,500.00 for non-parishioners

Incidental Fees:

Non-Refundable Registration Fee: \$25.00 per student due at registration time.

Technology Fee: \$200.00 (To be paid with registration OR added to tuition balance)

Books and Materials Fee: \$200.00 (To be paid with registration OR added to tuition balance)

Families **must** be enrolled in a tuition payment plan according to one of the following:

_____ **Option 1: Full Payment. (No processing fee incurred)**

Payment of tuition is due on or before [August 5]

_____ **Option 2: Pay in two equal installments. (FACTS processing fee)**

First 50% installment due on or before [August 5]

Second 50% installment due on or before [February 5]

_____ **Option 3: Ten-Month Plan. (FACTS processing fee)**

July through April

Payments are made on either the 5th or 20th of the month

In consideration of the opportunity to enroll my student, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, I, the undersigned parent/guardian or other payer of tuition, agrees to all of the provisions of this Contract and I understand, and agree to, each of such provisions. I understand that this is a binding contract with Sacred Heart School to make the payments set forth herein. All signatories are jointly liable under this Agreement.

Parent/Legal Guardian Signature: _____ **Date:** _____

Parent/Legal Guardian Signature: _____ **Date:** _____