

SACRED HEART SCHOOL

56 Purchase Street, East Providence RI 02914

401.434.1080 | info@sacredheartepri.com | www.sacredheartepri.com



STATEMENT OF TUITION POLICY & CONTRACT

Though significant, 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, mandatory fundraising, 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 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 depending on class size.**

B. RE-ENROLLMENT

- Families must re-enroll their students every year. There is a non-refundable deposit per family due at the time of re-enrollment.
- 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).
- Families receiving scholarships, financial aid, and parish assistance **MUST** re-apply for aid through FACTS Grant and Aid Assessment each year in the winter before an award is offered.

C. FINANCIAL ASSISTANCE

- The Diocese of Providence has a variety of funding sources which provides assistance for families who demonstrated the greatest need. Applications are available online through FACTS Grant and Aid Assessment <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. Parishioners of other Catholic Parishes should contact their Pastor and discuss financial assistance options.

D. LATE / MISSED PAYMENTS & DELIQUENCY

- A **\$25.00 late fee for any payment not received** according to your payment schedule will be applied.
- It is the responsibility of each family to keep the Principal informed of the need to make a change in a tuition payment plan. FACTS Tuition Management system may charge additional fees. In addition, school families who are in arrears 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 business days.
- Students may not be permitted to take final exams or other assignments occurring in the final weeks of school until all tuition and fee obligations have been cleared, resulting in an "incomplete" final grade.
- Graduating students may not be permitted to participate in graduation ceremonies or activities until all tuition and fee obligations have been cleared.
- 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 incurred in collecting amounts owed may be included in the balance due.

E. NON-ADMISSION OF STUDENTS DUE TO DELINQUENT TUITION

We strongly encourage families who are having financial problems to contact the Principal to work out a suitable payment plan. We share the mutual goal of keeping your child in school.

Mission Statement

Sacred Heart School lives the Guanelian family spirit of charity by embracing all students with respect and esteem. Recognizing Christ in each person, we provide a distinctly Catholic education that empowers students with knowledge and skills to succeed in life. Through a caring environment, we foster the God-given gifts and abilities of our students, so as to prepare them to contribute positively in the Church and society.



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. The school office will telephone the family seeking explanation and payment.
- If payment is not received within 21 days, the Principal will send a notice requiring payment within 7 days, or the child/children will not be admitted into class.
- At 29 days after the original due date ***children of families who have demonstrated an unwillingness to meet with the Principal to make suitable, alternative arrangements***, will not be admitted to class.
- Registration for the next 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 in order to reserve a student's placement for the upcoming academic year. No student will be placed on a class roster for the upcoming school year whose tuition account is not up to date. (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 habit 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 the SHS determines, in 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

- If enrollment for the upcoming school year is to be canceled, the parents/guardians must notify the Principal in writing prior to August 1st. A refund for the full amount of already paid tuition, less non-refundable fees will be issued.
- If a family decides to withdraw their student 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.

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TUITION CONTRACT FOR _____ [STUDENT]

Your signature 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, mandatory and optional fundraisers, or other fees for before school or after school care. You must make payments to through **FACTS Tuition Management**, the school's designated tuition management program. There are no in-house accounts or billings for 10 month payment plans. No tuition payments will be taken at the office except for a one or two installment payments.

Tuition for Grades K-8 for the 2018-2019 school year:

\$3,800.00 for active parishioners of Sacred Heart Parish [status determined by the Pastor]

\$4,000.00 for non-parishioners

Incidental Fees:

Non-Refundable Registration Fee: \$150.00/family [Due at registration time, fee will be credited for returning families applying for tuition assistance through FACTS Grant and Aid Assessment by the deadline- online.factsmgt.com/signin/3HS3Z]

Technology Fee: \$100.00 [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 THREE WAYS:**

_____ **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

Household Income

Carefully review the table. Determine the size of your household. Look at the annual or monthly income.

Is your family income at or below the income listed in this table for your family size?

_____ **YES**, My family's yearly income is EQUAL to or less than this amount.

_____ **NO**, My family's yearly income is MORE than this amount.

Family Size	Annual Income
One	\$22,311
Two	\$30,044
Three	\$37,777
Four	\$45,510
Five	\$53,243
Six	\$60,976
Add # for EACH additional person	\$7,733

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 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:** _____