



# SAINT GABRIEL CATHOLIC SCHOOL

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## Tuition & Fee Policy: 2017 - 2018 (revised 03/10/17)

The operation of Saint Gabriel Catholic School is primarily tuition driven; therefore, parental commitments to their tuition and fee obligations are crucial to the school's continued operation and vitality. The tuition and fees for Saint Gabriel Catholic School are examined and determined annually by the school administration and the Office of Catholic Schools. As it is the responsibility of the Principal to ensure that adequate financial resources are available for the school, tuition is determined each year based upon the funding needed to operate the school. Affordability for families is also a significant consideration.

For this school year, tuition and fee revenues cover approximately seventy-five percent of the school's budgeted operating income. Thus, the additional revenue needed to fund the other twenty-five percent must come through fundraising, donations, and grants.

The following policies are in effect for tuition and fees:

### Fees

All fee balances need to be satisfied on or before Friday, August 25, 2017. If balances exist as of this date, the school will contact families to discuss payment and/or to make provisions to roll fee balances into their tuition account with FACTS. With this type of an arrangement, fees can be paid over time in accordance with the tuition payment schedule.

### Tuition Payment

There are three basic payment options to make tuition payments. All tuition payments are received and processed through FACTS, a tuition management service. FACTS is the contracted provider Saint Gabriel Catholic School uses for administering its tuition program. The tuition plans are as follows:

1. Monthly Payments – (10 payments) – Monthly payments are due on either the first or the fifteenth of the month beginning in August and ending in May.
2. Quarterly Payments (Four Payments) – Quarterly payments are due on or before the 15<sup>th</sup> of the month beginning in July and continuing in October, January, and ending in April. Administration approval is necessary to use this option.
3. Full Payment (One Payment) – The entire Tuition is paid on or before August 15, 2017.

### Late Payments

All families are responsible for satisfying their tuition obligation to Saint Gabriel Catholic School on a timely basis. All payments are due on the date as indicated on the FACTS enrollment form. If payments are not received by the due date, a late fee of \$30.00 will be assessed by FACTS.

It is the family's responsibility to notify the principal if special circumstances arise thus making it difficult to meet tuition and fee obligations. Special arrangements and/or adjustments to the family's original payment agreement may sometimes be required. Alternative financial arrangements must be made in writing by the family and agreed to by the principal prior to implementation.

## Tuition Delinquency

Unless prior arrangements are made with the principal, the following consequences will be imposed should your tuition account with Saint Gabriel Catholic School become one month or more in arrears:

- Student report card will be held in the office.

If accounts are 60 days or greater in arrears, the following actions will be taken:

- Student will be removed or restricted from all extracurricular activities such as class trips, sports or club activities.
- School attendance will be interrupted whereby parents/guardians will be required to keep their child(ren) at home until all financial obligations are paid-in-full and tuition and any other financial obligations (fees, athletic fees, fundraising obligations and/or equipment) are made current.

Should a family wish to transfer their child to another school due to financial delinquencies, no official school records will be released until all outstanding financial obligations are satisfied. Furthermore, all textbooks, sports fees or uniforms, and any other items belonging to the school must be returned to the school before records will be released. **Should your tuition account continues to be delinquent after March 15, 2018, regardless if special arrangements had been made, all of the consequences listed above will be imposed.**

## Eighth Grade Delinquent Tuition and Fees

Eighth grade students with tuition or fees delinquent after May 1, 2018 will be denied participation in all eighth grade graduation activities and ceremonies. In addition, volunteer hours and family fundraising obligation of \$500.00 for all eighth grade students must be completed by May 1, 2018 as well.

## Registration Fee

Both new and returning students will be required to pay a non-refundable registration fee of \$100. Returning students must complete and return the registration form to the school office along with the registration fee to reserve your child's spot for the following year. **If the school does not have the registration form and the payment fee, the student is not considered enrolled for the following year.** Parents, guardians or persons responsible for the payment of tuition are required to sign the form. All fees, including book and material fees are non-refundable. **Fees must be paid on or before August 25, 2017.**

## Late Registrations

Families registering between August 25, 2017 and August 31, 2017 are subject to full-year tuition rates. Those who register after August 31, 2017 shall have tuition prorated over the number of school days they will be attending according to a formula established by the Administration.

## Fundraising Obligation

As tuition does not cover the full cost to educate a child at Saint Gabriel Catholic School, each school family is required to raise \$500.00 through fundraising initiatives. \$250.00 must be raised by January 15, 2018 and the remaining amount must be raised by May 1, 2018. Families will be invoiced for the amount not raised.

## Volunteer Hours Obligation

All families are required to perform 20 hours of volunteer work for the school. Half of the hours should be served by January 15, 2018 and the remaining hours served by May 1, 2018. Families will be invoiced for volunteer hours not served at a rate of \$20 per hour.

## Refund Policy

For students who withdraw from Saint Gabriel Catholic School, tuition refunds will be issued on a monthly basis. If a student withdraws prior to the first day of school, the entire tuition amount paid will be refunded. Tuition is required for any month in which a student is in attendance regardless of the number of days. Refunds will be issued only for those months there was no attendance providing an official request for transfer or withdrawal has been received.

**Tuition Assistance & Grants**

Saint Gabriel Catholic School has a limited amount of funding to offer financial aid to qualified students whose families demonstrate financial need. A student/family must be in good academic and disciplinary standing to be considered for assistance. A family’s past track record volunteering for the school above and beyond the mandatory 20 hours will also be considered when awarding financial aid. Note: A completed application does not automatically qualify a family for financial aid nor does it guarantee an award will be given.

For the 2017 – 2018 school year, interested families are to complete the on-line FACTS Grant & Aid Assessment to be considered for financial assistance should any funds be available. At the direction of the Principal, a Big Shoulders Fund (BSF) Common Application should also be completed should any BSF monies become available. Regardless, all applications must be completed by May 31, 2017.

Recipients of Caritas Scholarships, if deemed eligible by the School Principal, must complete a Caritas Scholar Application by April 13, 2017.

After a review and evaluation of all applicants is completed, a report will be generated indicating eligibility and allocation award amounts, if any funds are available. If a family is to receive financial assistance, they will be notified by the school as to the terms. If a family agrees to accept financial aid, they will be required to perform additional fundraising and/or service hours based upon an algorithm determined by the principal and the business office. All students on a scholarship must maintain a high academic standing in their classroom work and reflect Christian ideals in their behavior.

Note that students/families accounts with past due financial obligations from previous school years will not be considered financial aid should any funds exist, until their account is made current. In addition, if a financial assistance award has been granted to a family, that award may be revoked or will otherwise not be awarded should any tuition and/or fees become past due.

***At times financial aid is awarded to families based upon need and available funds. If at any time, it is determined that a family openly discusses with and divulges their financial aid arrangement with another family, said family will have their financial aid completely revoked, thus making them liable for full tuition and fees for the school year.***

**Carry Over Tuition**

Carrying over a tuition balance is not preferred and highly discouraged. If there is balance of tuition, fundraising obligation and/or volunteer hours from the 2016 - 2017 school year, the balance(s) must be paid in full by August 1, 2017, before a student is allowed to participate in the 2017 – 2018 school year.

I/We have read this agreement and clearly acknowledge Saint Gabriel Catholic School’s Tuition and Fee Policy and are in agreement with all terms outlined in this agreement.

Please Sign and return this Agreement Confirmed to the school:

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date Signed