

Saint Mary's Roman Catholic High School Tuition Policy

Effective: July 1, 2011

Saint Mary's High School bases its tuition policy on the premise that tuition payments are an investment in your child's education and Christian formation. It is the duty of the school administration, in the spirit of Christian stewardship, to ensure that adequate financial resources are available for the school and that enrollment is as affordable as possible to all families.

Registration Fees

Several forms are required in order for students to be fully registered. These include: Registration form, Tuition Agreement form, Health/Immunization Form, "Parent/Guardian and Student Consent Form" for the Student Random Drug Testing Program, FACTS enrollment form and other forms as determined by the school administration. A non-refundable registration fee of \$250 per student (\$500 max per family) is also required. (Beginning May 2 the fee is \$300 per student or \$600.00 maximum per family).

Tuition Rates for 2011-2012 have been set.

Rates for 2011-2012 are as follows:

Full Tuition	- \$11,235/year
Participating Catholic Tuition	- \$8,715/year

Tuition Payment

Families who are registered, active and participating members of a Roman Catholic Parish in the Diocese of Phoenix, upon approval of their pastor or his delegate, shall receive the benefit of reduced rates of tuition as noted on the tuition agreement form. The deadline for this signature is July 29, 2011. (Transfer students have 30 days from date of registration.) Families who are not registered and participating members of a parish, or who fail to receive approval of their pastor by the deadline, shall make full tuition payments for each child in attendance.

All families shall be expected to make tuition payments using the **FACTS Tuition Management Program**. There is no charge for this service. The following tuition payment plans are offered:

Payment Plans

Option 1: Full Payment is due by August 5, 2011 processed by FACTS Tuition Management.

Option 2: Semi-Annual Payment Plan: Two payments are processed by FACTS Tuition Management. The first payment of one-half of the tuition will be paid on or before August 5, 2011 and the second half will be paid by December 5, 2011 through FACTS Tuition Management.

Option 3: Quarterly Payment Plan: Four payments are processed by FACTS Tuition Management on August 5, 2011, October 5, 2011, January 5, 2012, and March 5, 2012.

Option 4: Ten monthly payments will be processed by FACTS Tuition Management beginning August, 2011.

Late Registration/Transfer Students

- Families registering after July 1st shall be expected to fulfill their tuition obligations according to the tuition policy stated above.
- Tuition for students registering after September 1st shall be prorated over the number of school days they will be in attendance.

Late Payments

It shall be the responsibility of each school family to keep the school financial administrator informed of their need to make any changes in their preferred tuition plan or adjustments in the amount of tuition expected to be paid. Without such information the following policy will apply when tuition payments are received late.

Full Payment: When the full payment plan is chosen and payment is not received by August 5th, the family will be contacted by the school within five (5) working days concerning non-payment.

Monthly and Semester Payments- Families who choose the semester, quarterly, or monthly payment plan and miss a payment due to insufficient funds, will be automatically charged a \$30 missed payment fee by FACTS as well as a similar penalty from their own banking institution. After being informed of the missed tuition payment by FACTS, the missed payment will be re-attempted on the next available payment date. An additional \$5 will be charged by the school the second time a payment is returned. If an emergency has occurred, suitable arrangements must be made with the school financial administrator at least five business days before a scheduled payment date.

In addition, school families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child/children will not be allowed to attend school according to the “Non-Admission” specifications of this policy.

Financial Aid

School donors, benefactors, and various foundations and organizations make available tuition assistance awards to students based on demonstrated financial need. Applications for tuition assistance are made available at the time of registration. However, deadlines for tuition assistance must be met in order to assure full access to financial aid resources. Forms are sent to the FAIR organization for analysis and decisions are made by August 1st. Families should plan on paying the full tuition rate for the first monthly installment. The amount of financial aid received is deducted from the total remaining tuition and subsequent payments are adjusted accordingly. For the sake of your family’s security and peace of mind and for the general financial stability of the school, we encourage parents or guardians to contact the school as soon as possible when circumstances change and they are experiencing economic difficulties.

Non-Admission of Students Due to Tuition Delinquency

Families who fail to pay tuition according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements with the school will be informed that their child/children will not be readmitted to Saint Mary’s.

All families must be current in their payment of tuition:

By August 5th:

If not, students will not be admitted on the first day of school.

By December 16th:

If not, students will not be re-admitted on the first day of class in January and will not be eligible for semester examinations.

By March 2nd:

If not, students will not be re-admitted after the first day of class following spring break.

By May 18th:

If not, students will not be eligible for semester examinations and their permanent records will not be released by the school administration.

Delinquent Tuition from Previous Year(s)

All previously unpaid tuition must be paid by August 5th if a student is to be readmitted on the first day of class for a new school year. Payments are made directly to the school.

Tuition Refunds

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. A student attending school one school day during the month shall constitute attendance for that month, and tuition would be owed for that month.