

ST. THOMAS AQUINAS SCHOOL

TUITION POLICY

INTRODUCTION

We believe that tuition payments are an investment in your child's education and religious formation. Therefore, St. Thomas Aquinas Business Manager and Finance Council accept responsibility for recommending to the Pastor policies concerning the amount of tuition, the manner of payment, and in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Council to ensure that adequate financial resources are available for the school, and that enrollment is as available and affordable as much as possible to all families.

TUITION PAYMENT

- I. All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration. Unless indicated, payment will be submitted using the FACTS Tuition Management Plan. Options for payment shall include:
 - A. **Full Payment.** Under this plan the entire amount of tuition is paid directly to the school on or before July 1.
 - B. **Semester Payment.** Under this plan the entire amount of tuition is paid through the FACTS Plan in two installments due in July and December. Through this plan, the family authorizes the bank to transfer the tuition payment from a checking or savings account on either the 5th or 20th of the month.
 - C. **Monthly Payments.** Under this plan the entire amount of tuition is paid monthly over an eleven (11) month period beginning in July through the FACTS Plan. Through this plan, the family authorizes the bank to transfer the tuition payment from a checking or savings account on either the 5th or 20th of the month.

- II. **Late Registrations**
 - A. Families registering after July 1 or on the first day of school shall be expected to fulfill their tuition obligations according to the tuition policy stated previously.
 - B. Tuition for students registering *after* the first day of school shall be prorated over the number of school days they will be in attendance plus an additional month of tuition. This additional amount covers the Books/Instructional Fee/Supply Fee that is included in the annual tuition cost.
 - C. A late re-registration fee of \$50.00 will apply to families registering after the registration deadline as established each school year. The re-registration fee does not guarantee placement.

III. Late Payments

It shall be the responsibility of each school family to keep the Business Manager or school office informed of their need to make any changes in their preferred tuition payment 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.

- A. **Re-Registration.** Suitable payment arrangements must be made on delinquent accounts before re-registration will be accepted.
- B. **Full Payment.** When full payment has not been made by July 1, the family will be contacted by the Business Manager within five (5) working days concerning the missed payment. At this time, if payment is not made, the family will be required to pay through the FACTS Plan.
- C. **Semester Payments.** When a semester payment has not been made by July 5 or December 5, the Business Manager will contact the family within five (5) working days concerning the missed payment. At this time, if payment is not made, the family will be required to pay monthly through the FACTS Plan.
- D. **Monthly Payments.** School families who choose the eleven (11) month payment plan and miss a monthly payment due to insufficient funds, will be automatically charged a \$25.00 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. After being informed of a missed tuition payment by FACTS, the missed payment will be re-attempted on the next available payment date (either the 5th or 20th.) If an emergency has occurred, suitable arrangements must be made with the Business Manager or school office.

In addition, school families who are 45 days in arrears will be informed that their child/children will not be allowed to attend school according to the "Non-Admission" specifications of this policy.

IV. FACTS Contract Changes

Changes can be made to the FACTS contract through the school office. A service fee of \$50 per change of status will be added to the FACTS contract after four (4) changes requested by parent/guardian. Excluded from this fee are change of address and change of bank information.

TUITION ASSISTANCE

Tuition assistance is available through FACTS Grant & Aid Assessment. Families may apply on-line at www.FactsTuitionAid.com. Financial aid is also available from Educate New Mexico at www.educatenm.org or by calling 797-4002.

For the sake of your family's security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact the school as soon as possible when they are experiencing economic difficulties.

NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY

School families failing to pay tuition according to the agreement that 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 allowed to attend our school.

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 20th:

If not, students will not be re-admitted on the first day of class in January.

By May 20th:

If not, final exams will not be given students and report cards will show an incomplete in each subject. In addition, eighth grade students will not be allowed to participate in graduation ceremonies or receive their diploma.

DELINQUENT TUITION FROM PREVIOUS YEAR (S)

All previously unpaid tuition must be paid by June 15 if a student is to be re-admitted on the first day of class for a new school year. Payments are made directly to the school. After June 15, the student's enrollment position will be made available to any student on the waiting list. If payment is not possible, suitable arrangements must be made with the Business Manager.

TUITION REFUNDS FOR FULL OR SEMESTER PAYMENTS

When adhering to the full or semester payment plan, families withdrawing students prior to the first day of school shall be refunded tuition paid, less one month tuition. After the first day of school, tuition refunds shall be issued for payments made **beyond** the current month up to December 20. If enrollment is canceled after the end of the 2nd marking period in December, parents or guardians who are financially responsible for the student are obligated to pay the **full** tuition. There will be **no** partial month refunds.

TUITION REFUNDS FOR MONTHLY PAYMENT PLANS

Tuition is non-refundable for families following the monthly payment plan through the end of the month of withdrawal. If enrollment is canceled after January 1st parents or guardians financially responsible for the student are obligated to pay the **full** tuition.

TUITION MUST BE CURRENT BEFORE STUDENT WITHDRAWALS WILL BE PROCESSED.

ALL WITHDRAWALS MUST BE MADE IN WRITING.

REGISTRATION FEES

A separate, non-refundable registration fee is paid to the school at the time of registration each year. The current fee is \$200 per student.

A late re-registration fee of \$50.00 will apply to families re-registering after the deadline. The late fee will be added to the FACTS contract if not paid at time of registration. The responsible party will be notified by mail.

The re-registration fee does not guarantee placement.

BOOKS AND SUPPLIES

The cost of books is included in the total tuition fee and is paid according to one of the options offered for tuition payments, either annually, semi-annually, or according to the FACTS automatic monthly deduction plan. A supply fee for notebooks, pens, pencils, paper and other consumable supplies provided by the school is also included in the total tuition fee. However, the school administration may request that parents purchase additional supplies specific to their student's grade level. A supply list is sent to families before the start of school.

ARCHDIOCESAN SUBSIDY POLICY - Parish Subsidy for Elementary Schools (PreK through 8)

Since tuition does not cover the full costs borne by the school to educate the student, each parish (whether the parish has a school or not) will pay a \$300 subsidy per student for registered parishioners with the following stipulations: (a) the parent/guardian of this student must be registered, for at least one calendar year prior to the subsidy year, in the parish from which they are requesting the subsidy and meet the minimum attendance requirement; and (b) to demonstrate that the family satisfies the contribution requirement, the family must use the Sunday envelopes, given at Mass, at least twice a month as evidence of regular attendance at Sunday Mass and financial support of the parish. Any family that does not meet these criteria must pay the subsidy to the appropriate Catholic elementary school. Families relocating from outside of the school area (i.e., city, state, or town) are to be considered in an equitable manner in regard to the aforementioned criteria.

The subsidy is to be paid to the school by the family's parish (if they qualify) or by the family (if they do not qualify) as a means of offsetting the operating burden of Catholic elementary schools. The subsidy is not to be used to reduce individual tuition.

The parish subsidy fee is non-refundable and is due by July 1st. Families will be billed for subsidy payment due. If payment is not made within 30 days of the date of the billing statement, the subsidy amount will be added to the FACTS contract and prorated over the balance of contract payments still due. The responsible party will be notified by mail.