

ST. JOHN REGIONAL CATHOLIC SCHOOL TUITION POLICY

At St. John School, we are concerned with the ever increasing cost of educating our children. At the same time, we are concerned about our obligation to educate our children in the best environment that we can provide. In an attempt to keep a Catholic education within the means of as many families as possible, we have made every effort to keep tuition expense to a minimum.

In a further effort to accommodate our students and their families, St. John School offers four options for tuition payment. You may choose from the following options.

A. Payment Options:

- * One annual payment due August 15th (5% discount)
- * Two bi-annual payments due August 15th and January 15th
- * Ten monthly payments due August 15th through May 15th
- * Twelve monthly payments due June 15th through May 15th

Monthly payments are due by the 15th of each month. Your account is considered delinquent after the last working day of the month and a 5% late fee will be assessed. Every effort is made to send a monthly statement, however, payment is due whether you receive a statement or not. If a family is unable to meet its financial obligations the matter must be discussed promptly with the principal. *(Note: Checks and money orders are the preferred forms of tuition payments. All payments are sent directly to the school office).*

B. Tuition Assistance

Tuition assistance is available for the parishioners of our various regional parishes. Members of parishes are advised to contact their pastor to inquire about tuition assistance policies. The Marion Burke Knott Scholarship Fund awards scholarships to students in the Archdiocese of Baltimore for grades four and eight. Application will be sent to eligible students starting in January. The Eliot Kelly Scholarship awards scholarship money to Kindergarten students. The Friends of Catholic Education awards Scholarship money in allotments of \$500 for Catholic students. Scholarships are need or academic based. For the coming year need based scholarships are applied for through a Tuition Aid Data Service (TADS) form available in the school office. This form must be submitted by April 30th for the following school year. Tuition assistance is applied to accounts over a ten-month period consistent with the 10-month payment plan.

C. Registration Fees

Registration forms must be completed before testing of new students occurs. In order to reserve a place in the class, the registration fee for returning students is due at the time of re-registration. In the event that a class is filled, non-registered students or students whose registration fee is unpaid will not be guaranteed placement. Registration fees are not refundable unless a family moves out of the area prior to the opening of school or the school is not able to place the student. Registration is not complete until the fee is paid.

D. Scholarship Assistance Fund

The Scholarship Assistance Fund is a program that enables parents to offset the cost of tuition by buying and/selling gift certificates from local grocery stores. Families earn a percentage that is applied to their tuition account. For more information, please contact the school office.

If you participate in the Scholarship Assistance Fund program, we credit your account only when we have received payment from the S.A.F. Please wait to see your credits reflected on your statement before you deduct the amount from your payment. If your credits are not reflected, we have not received them.

E. Delinquent Tuition Accounts

- Accounts are considered delinquent after the last working day of the month. A 5% late fee will be assessed on all accounts not paid before this date.
- Accounts that remain delinquent past 60 days will result in termination of access to PowerSchool information services until the account is brought current.
- Accounts that remain delinquent past 90 days are considered to be in default of contract and may be turned over to an attorney or collection agency for final resolution. Any additional expenses incurred as a result of the collection will become the responsibility of the parent or guardian.
- Re-registration will not be accepted for any student whose tuition account is two or more months past the due date.
- No student will be placed on a class list for the upcoming school year nor will records be released for any student whose tuition account is not up to date. *
- Registration Fees are considered non-refundable unless St. John Regional Catholic School is not able to place the student or a family relocates out of the St. John Regional Catholic School area prior to the beginning of the school year. Registration Fees may be applied to delinquent tuition accounts.
- A check that is returned by your bank for any reason will result in a fee of \$25 to your account. The charge will appear on your next statement. If you are granted partial tuition assistance, the balance is due and payable monthly.
- Upon acceptance of a student by St. John Regional Catholic School and execution of a tuition contract, the full year's tuition shall be considered payable and nonrefundable. If a student should leave St. John Regional Catholic School for any reason during the school year, St. John Regional Catholic School may at their discretion, refund tuition based upon the following schedule:

Date of Departure From Beginning of School

<u>Academic Year</u>	<u>% of Tuition Refund</u>
Prior to Beginning of School Year	100% (Less Non Refundable Deposit)
1-30 Calendar Days	75%
31-60 Calendar Days	50%
61-90 Calendar Days	25%
After 90 Days	0%

All tuition refunds are contingent upon St. John Regional Catholic School receiving 30 days notice prior to the student's actual departure date and the refund amount will be determined based on the actual departure date.

- Report cards and student records (including test scores and transcripts) will not be distributed to students whose accounts are not paid by the end of the year. The school reserves the right to withhold all student records (with the exception of Health Records) until past due accounts have been paid in full.
- Since individual student accounts are invoiced on a family basis, these policies will affect each child in the family (If an out-going student leaves a balance due, the younger siblings will not be admitted to school until the outgoing student's balance is paid in full.)
- After May 30, certified check or money order is required.

* As per the policy of the Archdiocese of Baltimore no enrollment will be permitted in any other Archdiocesan school while there are tuition and/or fees outstanding.