

*Saint Anne Parish School*  
Tuition Policy

The operation of Saint Anne Parish School is one of the major ministries of Saint Anne Parish. The Parish provides funding for the school; however, parental financial obligations are crucial to its smooth operation, as well. We believe that our tuition payments are an investment in your child's education and religious formation. The tuition and fees for Saint Anne Parish School are approved annually by our School Board, the school's Administration, the Parish Business Manager, and the Pastor. The following policies are in effect for tuition and fees:

**Tuition Payment**

There are several basic payment options to make tuition payments. All tuition payments are received and processed through Smart Tuition per archdiocesan policy. Smart Tuition is the contracted provider by Saint Anne Parish School for administering our tuition program. Only new families need to register with Smart Tuition, unless a change of payment plan is intended. All other families will simply be rolled into the next year with the same payment plan. Please talk to the Parish Business Manager for further information. The tuition plans are as follows:

1. Full Payment (One Payment) – The entire Tuition is due on or before *August 20<sup>th</sup>*.
2. Semi-Annual (2 Payments) – Half of the Tuition is due on or before *August 20<sup>th</sup>* and *December 20<sup>th</sup>*.
3. Bi-Monthly Payments – (4 payments) – Bi-Monthly payments are due on or before the 5<sup>th</sup> or 20<sup>th</sup> (based on your choice) of the month (August, October, December, and February). All Bi-Monthly payments must be debit only.
4. Monthly Payments – (8 payments) – Monthly payments are due on or before the 5<sup>th</sup> or 20<sup>th</sup> (based on your choice) of the month (August through February). All Monthly payments must be debit only.
5. Monthly Payments – (10 payments) – Monthly payments are due on or before the 5<sup>th</sup> or 20<sup>th</sup> (based on your choice) of the month (August through May). All Monthly payments must be debit only.

Special note: If a family chooses to pay by credit card through Smart Tuition all fees for this service are paid by the family.

**Late Payments**

All payments are due on the selected due date. If payments are not received by the due date, a late fee will be assessed. All families are responsible for meeting their tuition obligation to Saint Anne Parish School on a timely basis. **Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify the PRINCIPAL/PASTOR/BUSINESS MANAGER so that special arrangements and adjustments to your agreement can be made in writing.** This payment plan must be agreed upon by all parties.

**Tuition Delinquency**

Any family whose tuition account falls two months in arrears and **has not made alternative arrangements with the Principal/Pastor/Business Manager in writing**, will have their student's report cards held and may be removed or restricted from all extracurricular activities (e.g. dances, class trips, sports or club activities). No official school records will be released for any student until all financial obligations are completed.

Any eighth grade student with outstanding tuition or fees and who **has not made alternative arrangements with the Principal/Pastor/Business Manager in writing** will not be able to participate in eighth grade activities and/or graduation ceremonies until all financial obligations have been met.

In the event that there is any outstanding tuition due by a family after June 30<sup>th</sup>, 2019, unless alternative arrangements have been made in writing and approved by the **Principal/Pastor/Business Manager** of Saint Anne, the family will not be enrolled for the following school year. The family will be allowed to re-enroll after their financial obligations have been met. However, the student's ability to return will be contingent on space availability in the grade/class in which he or she would have otherwise been placed. In addition, the family will be required to use the Direct Debit or Credit Card option on Smart Tuition to avoid similar circumstances in the future.

**Registration and School Fees**

Both new and returning students were required to pay a **non-refundable** family registration fee. This student fee should have been paid online, through Smart Tuition or submitted to the school office. All families must complete and

return all tuition forms (covenant, policy, Smart Tuition) to the school office along with all fees by May 20th. After May 20th, a family will be allowed to enroll after they submit all forms and all fees. However, the student's ability to return will be contingent on space availability in the grade/class in which he or she would have otherwise been placed. Parents, guardians or persons responsible for the payment of tuition are required to sign and return this Tuition Policy and the Tuition Covenant and pay the all required fees. **ALL FEES ARE NON-REFUNDABLE.**

**Tuition Assistance**

Any families, who need financial assistance, will be required to submit their financial aid application to EMPOWER ILLINOIS. Only families that apply to EMPOWER ILLINOIS will be eligible to apply for FACTS Grant & Aid Assessment. The FACTS application must be submitted **no later than May 31st**. After a review and evaluation is completed, EMPOWER ILLINOIS will notify you of their award. At that time the school will assess your FACTS application indicating eligibility. A letter of notification will then be sent to each family before **June 15<sup>th</sup>** if you are eligible for the FACTS award. Students whose current year's tuition is delinquent, cannot request financial assistance until their account is current or if an exception is made by the Principal, Pastor, or Business Manager in writing. Tuition assistance is applicable to tuition only and is applied to the tuition account on a monthly basis. Financial funding is limited and available on a first come first serve basis.

**Late Registrations**

Families registering after August 20<sup>th</sup> shall be expected to fulfill their tuition obligation according to the tuition policy stated above. Tuition for students registering on or after the first day of school shall be charge by the trimester.

**Refund Policy**

For students who withdraw from Saint Anne Parish 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 in which there was no attendance, providing an official request for transfer or withdrawal has been received.**

I/We have read this agreement and expressly acknowledge Saint Anne Parish School Tuition and Fee Policy and are in agreement with all terms outlined in this agreement.

Agreement Confirmed:

Parent/Guardian

Saint Anne Parish School Official

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

Date \_\_\_\_\_