



## SAINT CATHERINE LABOURE PRESCHOOL TUITION POLICY

### TUITION PAYMENT OPTIONS

#### Payment Options:

- Payment in FULL, to the school by July 31, 2018
- FACTS Management Company plans:
  - Plan A: 10 monthly payments (Begin May, 2018, End February, 2019)
  - Plan B: 4 payments (May 10<sup>th</sup>, Aug 10<sup>th</sup>, Nov 10<sup>th</sup>, Feb 10<sup>th</sup> OR May, 25<sup>th</sup>, Aug 25<sup>th</sup>, Nov 25<sup>th</sup>, Feb 25<sup>th</sup>)
  - Plan C: 2 payments (May 10<sup>th</sup> and Jan 10<sup>th</sup> OR May 25<sup>th</sup> and Jan 25<sup>th</sup>)

Late Registration: Students registered between May 1, 2018 and August 1, 2018 may either pay the missed tuition payments to the school or have the tuition payments prorated and dispersed among the remaining payments of the above FACTS Management Company's plans. Students registering after August 1, 2018 shall be prorated according to the time remaining in the school year if not paid in full.

The School reserves the right to deny a family's use of the FACTS Management Company in the event the family has previously been delinquent in the tuition payments to the school.

### TUITION DELINQUENCY

If tuition is not paid in FULL by July 31, 2018 and the family has not enrolled in FACTS Management by mid-August, student(s) name(s) will not appear on their class' roster and student(s) will not be permitted to start/attend classes.

Once the school year starts, if tuition is not received at FACTS Management Company by the due date, it is considered late and is subject to late fees. Please refer to "Frequently Asked Questions" information sheet from FACTS for details on "missed payment" charges.

- **Upon the first delinquency:**
  - After 35 days of delinquency, a warning letter will be sent from St. Catherine Laboure Preschool.
  - After 45 days of delinquency, a phone call will be made or email sent.
  - After 60 days of delinquency (or 45 days for a second or subsequent delinquency), a letter will be sent notifying the family that their child(ren) will not be permitted to return to school until the entire delinquency is resolved and payment is received. If a check is used for payment, student(s) cannot return until check is cashed and funds received.
  - The student(s) records will not be released to another school unless tuition is current.
  - Any child whose family is delinquent by more than 60 days or delinquent at the end of the school year may be precluded from participating in any school related function, including graduation.
  - If families are chronically delinquent with tuition payments, the administration has the right to withhold FACTS Management Company options and require families to pay tuition in FULL in order for the student to return to school in August.

### TUITION REFUNDS

- A parent who cancels within 7 business days of enrollment and before the first day of school receives all tuition monies, minus the registration fee. **Notice of this cancellation must be made in writing.**
- If a student does not qualify for enrollment due to testing, special needs, etc., by decision of the Administration, receives all tuition monies.
- **After the first day of school, tuition monies are not refundable and parent is liable for the full tuition.**