

SAINT CATHERINE LABOURE SCHOOL TUITION POLICY

TUITION PAYMENT QUALIFICATIONS AND PAYMENT OPTIONS

Families who are registered members of Saint Catherine Labouré Parish or of a Roman Catholic Parish in the Diocese of Harrisburg are entitled to the Parishioner Rates. All others will pay the Non-Catholic rate.

Payment Options:

Simple Tuition Solution (STS) plans:

- Plan A: Payment in full by July 31, 2024
- Plan B: 10 monthly payments (Begin July 2024, End April 2025) on either the 1st or 15th of the month OR 9 monthly payments (Begin August 2024 End April 2025)
- Plan C: 4 payments (July 1st, Oct 1st, Jan 1st, April 1st or July 15th, Oct 15th, Jan 15th, April 15th)
- Plan D: 2 payments (July 1st and March 1st or July 15th and March 15th)

Late Registration: Students registering after the first day of school will pay a prorated charge according to the months remaining in the school year if not paid in full. Families will be charged tuition for the month the student starts school—the monthly payment will not be prorated by start date.

The School reserves the right to add charges to a family's STS account for any unpaid fees. Notification will be sent to the family.

Saint Catherine Labouré School is operated as a faith community, not as a commercial or secular enterprise. It provides an opportunity for the development of faith-based values and for receiving instruction in the teachings of Jesus Christ and the Catholic Church. Consequently, the payment or receipt of tuition may not be considered to establish or create any warranties, covenants, or contractual obligations on the part of the school.

The payment of tuition is a responsibility the parent(s)/guardian(s) assume when they register their student(s) at Saint Catherine Labouré School and signing this agreement. The school program depends on the timely payment of tuition to cover operating expenses and compensate our teachers. Outstanding tuition debts may be addressed in the following ways:

TUITION DELINQUENCY

If tuition is not paid in full by July 31, 2024, and the family has not enrolled in Simple Tuition Solutions (STS) by the first week of August 2024, student(s) name(s) will not appear on their class's roster and student(s) will not be permitted to start/attend classes. Once the school year starts, if tuition is not received at STS by the due date, it is considered late and is subject to non-sufficient funds fees. Please refer to the "Tuition Management Pricing Guide" from STS for details on non-sufficient funds fees.

Upon the first delinquency:

- After 15 calendar days of delinquency, a warning letter will be sent from Saint Catherine Labouré School and a phone call will be made or email sent. Additionally, students may not participate in any school-related activities.
- After 30 calendar days of delinquency (or 20 calendar days for any 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 for the remainder of the year is received. If a check is used for payment, student(s) cannot return until check is cashed and funds are received.

Additional Notes

- If an account is delinquent at any time, a student's report card will not be distributed, a student may be precluded from participating in any school related function, including field trips and/ or graduation, and the student(s) records will not be released to another school.

- If accounts are not paid in full by May 1st, students may not return to school.
- All STS accounts must be “active.”
- Any checks returned to the school marked “insufficient funds” must be paid via cash, bank check, or money order.

In the case of unusual circumstances, parents may contact the Enrollment Director and Principal to discuss the possibility of extending payments. Any special financial arrangements should be requested in writing to the Principal.

School tuition provides the vast majority of the operating funds to pay faculty and staff salaries and fund the school. Families who do not pay their entire balance will have their account forwarded for collection efforts. **Parents/Guardians or responsible party will be responsible for any and all collections fees, legal fees, filing fees, service costs and discernments incurred as a result of collection efforts.**

Should the account be referred to an attorney or collection agency for collection, parent/guardian or responsible party will be responsible for reasonable attorney’s fees, collection expenses and interest whether suit is filed or not.

TUITION ASSISTANCE

- **Neumann Scholarship Foundation** – Must meet financial guidelines to apply. All information entered by parents into this application MUST be truthful. If false information is found on the application, all grant monies will be removed. Application is available online www.sclhbg.org/school under Admissions/Financial Aid Information.
- **Saint Catherine Labouré School Tuition Assistance** – Forms are available online: www.sclhbg.org/school under Admissions/Financial Aid Information. Funding is raised by our generous parishioners and donors. Must meet financial guidelines and also apply for the Neumann Scholarship.

TUITION REFUNDS

- A parent who cancels before the first day of school receives all tuition monies – minus the non-refundable 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, the parents will be refunded all tuition paid. Registration fees are non-refundable.
- **After the first day of school, tuition monies are not refundable and parent is liable for the full tuition.** Exceptions may be considered upon written request.

TUITION POLICY UNDERSTANDING

By my/our signature, I/we agree that I/we and my/our child/children will abide by the policies and procedure that may be adopted from time to time by the diocese or the school, particularly those set forth in the school’s handbook. Nothing contained within the handbook is intended to, or shall be construed to, create any contractual obligations, express or implied, on the part of the diocese, or school. The contents of the handbook are subject to alteration or modification by the school, as circumstances may require.

All new students will be accepted on a probationary status only, pending a review of student records/materials and an evaluation of their performance at the school. The probationary period may extend throughout the school year. If the school is unable to meet the needs of the student(s), parent(s) will be asked to place their child in another educational setting. Such recommendations would only occur after conferences with the parent(s) and after exhausting other methods of assistance. Once a child is accepted into the school, non-acceptance is later determined by the following: willful delinquent tuition, lack of cooperation on the part of parent and/or student, discipline record and/or suspensions, or school inability to meet a student’s academic needs. The school is operated as a faith community, not as a commercial or secular enterprise. The school provides an opportunity for the development of faith-based values and for receiving instruction in the Gospel of Christ as part of its religious mission and ministry. Consequently, the payment of tuition may not be considered as creating a commercial or contractual relationship between the school and the parents that may be construed to create a legally enforceable obligation on the part of the school, or its sponsoring ecclesiastical entities, to allow for continued enrollment, or to provide any type or level of educational services, or to provide such services involuntarily.

Print Name	Student’s Name	Date
Signature	Student’s Name	Date



Tuition Management Pricing Guide

Payment Plan Fees:

Monthly Payment Plan - **\$40.00** (One-Time Fee)

Quarterly Payment Plan (4 pay) - **\$25.00** (One-Time Fee)

Semi-Annual Payment Plan (2 pay) - **\$10.00** (One-Time Fee)

Annual Payment (1 pay) – **FREE**

Payment Processing Fees:

ACH (Checking/Savings Account) – **FREE**

Check Payment – **FREE** (Normal postage fees apply) *

Credit Card Payment – **2.9%** per transaction

Non-Sufficient Funds Fee:

ACH (Checking/Savings Account) - **\$30.00**

Returned/Bounced Check - **\$50.00**

** Make all checks Payable to **Simple Tuition Solutions** and mail to:*

Simple Tuition Solutions, LLC
P.O. Box 779
Camp Hill, PA 17001

If you have any questions about your account or need assistance please contact STS Customer Support at support@simpletuitionsolutions.org or call us at 1.717.599.7611 Option 1