

# ST. MICHAEL SCHOOL

## TUITION POLICY 2022-2023

1. Tuition rates are determined annually by the pastor and principal and are approved by the St. Michael School Advisory Council.
2. The faculty is hired and contracted annually. Student programs are planned for the year based on enrollment and faculty. A student's enrollment indicates that his/her parents understand that school expenses and commitments are projected on the assumption that he/she will remain for the entire year.
3. In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.
4. It is understood that if a family is transferred or makes a bona fide move out of the area served by St. Michael School, they will not be expected to complete the year's tuition payments. However, registration fees will not be refunded.
5. If a student is withdrawn from school, records will not be completed until payment of tuition and fees owed up through the day of the withdrawal are paid in full.
6. The tuition rates for a given year are based on data and information available to the council for projecting that year's school cost. The council reserves the right to adjust the tuition rates if necessary to meet unforeseen emergencies. Parents will be given notice as early as possible should any such emergency arise.
7. Student tuition and fees (including registration fee) will be paid using FACTS beginning in June, 2022 through May, 2023. Parents may select the options available through FACTS. Parent may exercise the option to Prepay by June 1, 2022 for a discounted amount. The twelve-month tuition payment plan has been designed to ease the burden of payment. All tuition rates and fees have been included in the overall yearly cost. These fees include the family assessment, building and maintenance, Saints Parent Club dues, educational materials, testing, diocesan tax, a spirit t-shirt, a Faith Rally t-shirt, a planner, the PE locker fee and the art fee.
8. Please note: June and July tuition payments are credited to fees that pay for textbooks, maintenance and supplies and are therefore not refundable.
9. Any student registering after June will be charged remaining tuition cost for the year plus all fees (including registration fee) due at time of entry. Tuition payments will be divided into equal installments for remaining months through May.
10. St. Michael School requires parent to pay tuition through FACTS. FACTS offers payment with automatic bank draft or credit card. If using a credit card, you will be charged a 2.75% fee. FACTS payment fees include 1 or 2 payments – \$20.00 (one-time payment) paid to FACTS or 3 or More payments – \$50.00(one-time payment) paid to FACTS.
11. At the time of report card distribution, students whose tuition is thirty (30) days delinquent will not receive a report card until payment is made.
12. In the event any payment due to St. Michael School is past due thirty (30) days, the parents will be notified and their FACTS account will be disabled until payment is made. **Report cards and records will not be issued and/or released at the end of the school year unless payments for tuition and fees have been paid in full. (Diocesan policy 5009)**
  - In the event any payment due to St. Michael School is past due sixty (60) days these actions will be taken:
    - a. Parents will be notified that their child will not be allowed to participate in extracurricular activities or ATB.
    - b. Parents must contact the school in order to discuss financial difficulty and payment options for delinquent amount.
  - In the event any payment to St. Michael School is past due ninety (90) days, these actions will be taken:
    - a. Parents will be notified that they will not be allowed to drop off their child at St. Michael School to participate in class or other school functions or extracurricular activities until delinquent amount is paid in full.
- If an outstanding balance exists at the end of the academic year, parents will not be allowed to re-enter or register their child/children for the new school year. By bringing all accounts current, the student will be considered for re-admission to St. Michael School if space is available.**
13. Any family experiencing financial difficulty should contact the principal to discuss payment and/or a delayed tuition payment schedule. **Any good faith or good attempt to pay delinquent amounts will be taken into consideration.** The school will make every effort to work with parents experiencing unforeseen financial hardships.
14. Lunch payments are paid in 9 equal installments from August to April. Checks or money orders for lunches should be made out to St. Michael School Cafeteria.
15. There will be a \$30.00 charge through FACTS for all NSF payments.
16. The registration forms through FACTS must be signed and submitted with the registration fee paid in full before a student is considered registered for the upcoming school year.
17. A withdrawal form must be signed in the office before tuition is discontinued and records are released to a new school.