

# SAINT ADALBERT CATHOLIC ACADEMY

## 2024-2025 TUITION AND FEES POLICY

We make every effort to keep tuition and fees as affordable as possible. We also understand the financial sacrifice that parents make to send their children to Catholic school. The majority of the School's funding is derived from tuition and fees. The school must operate in a financially sound manner to provide a top-quality Catholic education for each and every one of our students now and for years to come.

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Tuition is an annual charge that may be paid in 5 bi-monthly installments paid directly to Saint Adalbert Catholic Academy or 10 monthly installments using the FACTS online payment system.

### Payment Procedures

#### Registration

1. Registration for the 2024-25 Academic Year will begin on February 5, 2024 and **end on February 29, 2024.**
2. Registration fees:
  - a. Returning students: \$150
  - b. New students: \$175
3. All Registration Fees are NON-REFUNDABLE.
4. There will be a \$35 fee for all registration checks made payable to Saint Adalbert Catholic Academy that do not clear the bank. **NO POST-DATED CHECKS WILL BE ALLOWED.**
5. Upon registering, families must also return a signed copy of the Tuition and Fees Policy.

#### Tuition

1. Payments are to be made to Saint Adalbert Catholic Academy via check or FACTS.
2. There are 3 payment options:
  - A. Payment in full due by July 16
  - B. Payments in five bi-monthly installments due on or before July 16, September 16, November 18, January 16, and March 17.
  - C. Payments for ten consecutive months, beginning July and ending April.
3. All payments are due on or before the 15th of each month. **NO POST-DATED CHECKS WILL BE ALLOWED.**
4. Checks and electronic payments that fail (i.e. do not clear the bank) will result in a \$35 fee per occurrence.
5. Each tuition payment must include a payment invoice, the amount of your payment and the date of your payment.
6. All tuition for the year is to be paid in full by April 15th.

### Delinquencies

Failure to keep current with your tuition obligation jeopardizes your child(ren)'s placement in school. Christian attitude demands that the Academy be considerate of parents and guardians encountering special hardship or requiring special assistance in meeting their tuition obligations. In such situations, the parent or guardian is encouraged to **confidentially** discuss their situation with the Principal *as soon as possible*. If tuition and fees cannot be paid on time, families must communicate with school administration in writing to prevent enforcement of delinquent tuition procedures.

1. A late fee of \$25.00 will be charged for payments received ON OR AFTER the 30th of each month. Please include this late fee when your tuition will not be submitted in time.
2. If there is going to be (or a family anticipates) a late payment, or if there is a serious economic hardship, please contact the Principal at the school *as soon as possible* and arrange an appointment to discuss and resolve the matter fairly.

3. Any tuition payment in arrears for 2 months will receive a Notice of Tuition in Arrears. This letter will inform you of a MANDATORY meeting with the Tuition Review Board (see below). If a parent/guardian does not contact the Principal by the date stated in the Notice of Tuition in Arrears, the child(ren) may not be permitted to attend classes. There will be no exceptions to this procedure.
4. Failure to address the delinquent tuition payment(s) as agreed with Tuition Review Board may result in the child(ren)'s suspension. Continued failure to address the delinquent tuition payment(s) may result in the withdrawal of the child(ren) from Saint Adalbert Catholic Academy.
5. Checks and electronic payments that fail (i.e. do not clear the bank) will result in a \$35 fee per occurrence. If a check is returned more than once, only certified check or money order will be accepted for all further payments.
6. Failure to adhere to the policies set forth above will result in the following actions taken by Saint Adalbert Catholic Academy:
  - a. Each trimester, report cards will be held on all accounts not current.
  - b. No child will be re-registered for the new school year until tuition balances are current.
  - c. Once made current, your future registration is dependent upon the satisfaction of your account in full.
  - d. For any students transferring to a different school, records and transcripts will not be sent until tuition balances are paid.
  - e. Students with delinquent tuition payments may not participate in school activities and graduation ceremonies.
  - f. Those graduating will not receive diplomas and records will not be forwarded to high schools without payment in full.

### **Tuition Review Board**

The Tuition Review Board consists of members appointed by the Academy Board. The Tuition Review Board reports directly to the Academy Board. The purpose of the Tuition Review Board is to assist in all matters relating to the collection of school tuition payments and will recommend changes and improvements regarding the tuition. The Tuition Review Board also helps to maintain a uniform procedure for dealing with all delinquent accounts. The Tuition Review Board also meets with parents, by appointment, to discuss all non-payment issues.

### **Referral Bonus**

We are always looking for new students to add to our Saint Adalbert family. If you are able to bring new families to our Academy, we will award you with a \$500 Referral Bonus for each new family who joins us and is in good standing through the academic year. Please note that this only applies to families who are new to the Academy. The Referral Bonus will be applied to your last tuition bill. For new families joining after the beginning of the academic year, the bonus will be prorated accordingly.

### **Parental Obligations (Grades K-8)**

It is St. Adalbert's policy that parents/guardians volunteer 10 hours per year. Your hourly contribution is a wonderful way of being involved with your child's school and the interaction with teachers and staff is valuable to your child(ren)'s education. These hours can be fulfilled in a variety of ways including volunteering at the annual Bazaar or at other events throughout the school year. In lieu of volunteer hours, a family may pay a \$150 Family Participation Fee. Any family who has not fulfilled the 10 volunteer hours by May 30<sup>th</sup> will be assessed the \$150 fee.

### **Fundraising**

All Saint Adalbert Catholic Academy families are encouraged to participate in our fundraising endeavors. To maintain competitive tuition rates, we need to meet our annual fundraising goals. There are many opportunities to contribute during the year on a voluntary basis, but we also hold MANDATORY fundraisers. These will be announced during the academic year.

## ACCEPTANCE OF THIS TUITION AND FEES POLICY

SCHOOL YEAR: 2024 - 2025

I have read this policy and agree to the following:

- I understand my obligation to make timely tuition payments.
- I understand that my account will be assessed a \$25 late fee for non-payment over 15 days.
- I understand that I will be charged a \$35 fee for returned or rejected checks and failed electronic payments.

Family Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By signing above, I/we agree to pay the total tuition amount and fees applicable to my child/children, adjusted for any applicable financial assistance or scholarship awards (if any), according to the terms outlined in **2024-25 Registration and Tuition Information**. I/we understand that failure to comply with the school's payment schedule will jeopardize our child's attendance at the school and we will be subject to additional penalties as outlined in this policy.

**PLEASE SIGN AND RETURN TO SCHOOL**