

# Resurrection School Tuition and Fees Payment Policies

## Important Tuition Policy

Resurrection School is committed to providing a high quality Catholic education. We will do our best to make a Catholic School education affordable to our families and students. Your child's enrollment is dependent upon the family making payments for tuition and other fees in a timely manner. All students at Resurrection Catholic School receive an upfront financial discount since our tuition and fee billings do not cover the full cost of educating each student.

Tuition payments begin July 1<sup>st</sup>.

- a. In order to be admitted to school in August, families must make July tuition payments for (equivalent to 8% of the annual tuition) with all payments expected to be made on or before the due date
- b. Enrollment fee must be paid at the time of enrollment
- c. Financial aid will be applied to family accounts in June, provided you meet the application deadline of April 15<sup>th</sup>. The applicant for financial aid must claim the children on the federal tax return for the prior year in order for financial aid to be allocated. Any remaining aid after the June allocation period will be provided on a rolling basis.
- d. A lack of payment of tuition and other fees may result in the loss of your child's seat in the school.

All tuition contractual obligation for the prior year must be paid in full by June 30 to ensure a student's registration for the coming school year. All tuition contractual obligations and fees for eighth graders must be paid in full prior to graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until the student's financial account is current. If special arrangements are necessary, please contact the principal.

If a tuition payment problem occurs, it is imperative that the parent or guardian contact the principal or the school office to make arrangement for payment. **All payment arrangement requests must be received in writing or by email at [pbillings@rcskck.org](mailto:pbillings@rcskck.org).**

The registration fee is non-refundable. It is \$190 for one student, \$305 for two students in one family, and \$345 for 3 or more students in one family.

## Tuition Billing and Payment Option

All families are expected to be enrolled in the FACTS tuition management system per policy. Working with FACTS, our families have several payment options available for the billing and collection of tuition.

- a. Single payment option: one single payment at school made in July.
- b. Installment Plans: 10 month, 12 months or 2 times a year, August 1 and January 1
- c. If FACTS returns your payment due to insufficient funds, FACTS will initiate payment attempts up to two more times, per the next available payment dates. Your account will be

charged by FACTS for a non-sufficient fund payment fee of \$30 per returned payment item. Please note that if your payments to FACTS is returned two times, you must bring a bank check or money order to the school office. Personal or Company checks will not be accepted.

- d. Please contact the school office if you require changes to the payment dates or plans established in the FACTS system and allow at least 10 business days for the changes to be made before any due dates or times. You must request a change by email to [pbillings@rcskck.org](mailto:pbillings@rcskck.org).

**Enrolling after the start of the School Year**

|                                                             |                       |
|-------------------------------------------------------------|-----------------------|
| Enrolled before Sep 31st                                    | Full tuition is due   |
| Enrolled in the period from Oct 1 to Nov 30                 | 75% of tuition is due |
| Enrolled in the period from Dec 1 to Feb 28                 | 50% of tuition is due |
| Enrolled in the period from Mar 1 to end of the school year | 25% of tuition is due |

**Withdrawal during the school year**

The school considers the cost of education as a full year school expense. Parents and guardians who are financially responsible for the withdrawn students are obligated to pay the tuition due through the month of the student withdrawal.

For example.

| Month of Withdrawal | Payments due through Month-End |
|---------------------|--------------------------------|
| September           | July to September              |
| December            | July to December               |
| March               | July to March                  |

**Consequences for Any Delinquent Payments**

In fairness to all families and our mission to educate, parent/guardians are expected to be in compliance with stated tuition policies and current with all related fee accounts during the academic year. Families are asked to communicate with the school, commit to the accepted payment plan, and fulfill the terms of the approved plans as outlined.

- a. Any payment 60 days or greater in arrears- Student will be removed or restricted from all extracurricular activities including but not limited to the extended day programs, class trips, and after school clubs until financial obligations are made current.
- b. Any payment 90 days or greater in arrears – Attendance will be interrupted and the parent will be required to keep the student home until all financial obligations are made current.

## **Tuition Assistance**

Our school's financial aid fund is generously provided by the Catholic Education Foundation, by the parishes and other generous donors. Financial assistance from the Catholic Education Foundation requires the school to work within established guideline. Financial Aid Awards help lower the amount of tuition to be paid by a family. To receive financial aid, families must complete an annual financial aid application through FACTS Grant and Aid and agree to remain on an established tuition payment plan throughout the academic year.

- a. In February, the school office will host Financial Aid Open Houses at the school. Please check the monthly newsletter, website or school for dates and times.
- b. The school office tuition coordinator is available to assist you with financial aid or tuition issues. Consultations regarding financial aid are by appointment only. To schedule an appointment, please contact Paula Billings at [pbillings@rcskck.org](mailto:pbillings@rcskck.org)
- c. Please note that the school requires all financial aid applications to be verified. The confirmation process requires certain documents to be reviewed and verified to ensure the accuracy of the information provided.
- d. All current and new families that are already accepted to the school should apply and complete the FACTS Grant and Aid Application before April 15<sup>th</sup>.
- e. Award notifications will be posted to your FACTS payment plan, with an email sent by FACTS informing the responsible party of any changes to the payment plan
- f. The financial aid award will be applied to your FACTS tuition account by July.
- g. Generally, the school allocated up to 80% of the available financial aid by June so it is important for families to adhere to the application and filing deadlines, with all requested information completed by April 15<sup>th</sup>.