

Saint Jerome Regional School Tuition Policy
(Adopted and approved by the SJRS Board of Specified Jurisdiction on 8-30-16)

Sending your child to Catholic school is one of the most important decisions you can make regarding their education. The Diocese of Allentown has a long history and a proven track record of educating young men and women with outstanding results.

The investment you make in this education is shared by the Parish community, as part of the cost of educating your child is provided by our supporting parishes. SJRS's financial stability is dependent upon the complete and timely payment of tuition. In recent years, the Diocese of Allentown moved to the FACTS Tuition Management Program, the national leading provider of tuition payment plans. FACTS offers a variety of tuition payment plans to accommodate each family's budget. FACTS is **mandatory** for all SJRS families.

Saint Jerome Regional School Board of Specified Jurisdiction (the Board) is responsible for the school's sustainability. Among other things, the Board is now responsible for building the annual budget and setting tuition and fees. We believe that the tuition is an investment in your child's education and religious formation. The Board intends to ensure that sufficient financial resources are available for SJRS and that enrollment is as available and affordable as possible to all families who desire to apply and abide by the rules, regulations, and policies established for the school.

The Board has established the following tuition goals:

- A. To make a Catholic school education at SJRS affordable to all who truly desire and value it for their children.
- B. To foster a trusting, Catholic community relationship among the Diocese of Allentown, the supporting Parishes, the school, and your family.
- C. To generate funds so that SJRS has a solid financial base in order to effectively maintain and improve programs and services to our students.

The tuition policy requires that the parents and/or guardians must arrange to pay the total tuition charged for the current school year. All school families are required to make tuition payments using the FACTS Tuition Management Plan. Each family's preferred manner of payment must be submitted each year at the time of student registration. Through this plan, the parent and/or guardian authorizes the bank to transfer the tuition payment from a checking or savings account. It shall be the responsibility of each parent and/or guardian to keep the FACTS administrator of the school office informed of their need to make any changes in their preferred tuition payment plan. It shall be the responsibility of each parent and/or guardian to make the necessary arrangements with FACTS to facilitate any changes in their preferred tuition payment plan. It is NOT the responsibility of anyone at the school to change the parent's and/or guardian's chosen option with FACTS.

FACTS Tuition Management Plan Options for payment include:

- A. Full Payment. Under this plan, the entire amount of tuition is paid through the FACTS plan on July 1 at a 4% discount if paid by July 15.
- B. Semester Payment. Under this plan, the entire amount of tuition is paid through the FACTS Plan in two installments due in July and December. There is a 2% discount when opting for this plan.

- C. Monthly Payments. Under this plan, the entire amount of tuition is paid in 12 monthly payments beginning July 1.

REGISTRATION:

Parents and/or guardians will be required to complete an annual registration form for each child. Each registration form must be complete prior to the start of school at such time as is determined by the Board.

FEES:

Fees determined by the Board are in addition to the tuition. All fees are mandatory, not applied to the tuition, and non-refundable. The fees and the dates when they are due are published on the SJRS's website. Fees charged by FACTS or a financial institution are not controlled or determined by the Board and are the responsibility of each parent and/or guardian to address without involvement of the school's administration, staff, or the Board.

DIFFICULTY IN PAYMENT OF TUITION:

For the sake of your family's security and peace of mind, and for the general financial stability of our school, it is the obligation of each parent and/or guardian to contact the school as soon as possible when they are experiencing economic difficulties or changes in life situation. We encourage families who experience such problems to contact the Principal of SJRS, who will contact the appropriate pastor and the Finance Committee of the Board to arrange a confidential meeting to discuss special arrangements. It is not the policy of the Board to turn away families who are genuinely in need. All requests shall be held in strict confidence by the Principal and the Finance Committee of the Board.

TUITION AND FEE DELINQUENCY:

Children will not be allowed to attend SJRS if their parent and/or guardian fails to pay tuition according to the agreement that they made with FACTS or if they have been unwilling to make suitable alternative arrangements with the Finance Committee of the Board. In addition, school families whose accounts are 60 days delinquent for fees or tuition and have not made suitable arrangements with the Finance Committee of the Board to have the past due amounts paid in full will be informed that their child/children will not be permitted to attend school.

EIGHTH GRADE STUDENTS AND/OR STUDENTS TRANSFERRING FROM SJRS:

Tuition and fee obligations for transferring students must be paid in full before the SJRS will complete and transmit any materials to accomplish the transfer. Eighth grade and transferring students whose tuition and fees are not paid in full will have report cards, term reports, and school records withheld until all tuition and fees are satisfied. In addition, eighth grade families who are delinquent will not have their child/children participate in graduation ceremonies or receive their diploma until all tuition and fees are satisfied.

TUITION ASSISTANCE:

Tuition assistance is available for families who qualify via the FACTS system.

BOOKS AND SUPPLIES:

The cost of books, notebooks, pens, pencils, paper, and other consumable supplies is not included in the total tuition fee. SJRS administration may request that parents provide additional supplies specific to their student's grade level. A supply list will be sent to families and be posted on the SJRS's website. Parents are expected to provide such additional supplies and a nominal fee.

TUITION/FEE POLICY:

- Tuition payments and fees are due at their predetermined deadlines. Any late payments are subject to a \$25.00 late fee.
- A statement is sent to any family whose payment is delinquent. The Principal, Pastor, and the Finance Committee of the Board are informed of all delinquencies.
- Failure to be current at the start of any quarter may result in the child/children not being admitted for the next trimester and/or the previous trimester's grade report being withheld along with parent/teacher conferences. The child/children will also be prohibited from participating in any school activities until the tuition payment is up to date.
- Transfer of academic information to another school and final report cards will be withheld until the total tuition payment due is received in cash, cashier's check, or certified check.
- Failure to pay outstanding fees and tuition from the previous school year will result in the student not being admitted for the next school year.
- Any financial aid provided to the child/children may be forfeited.
- We realize that periodically there may be extenuating circumstances that drastically impact a families' ability to pay private school tuition (loss of job, death in the family, etc.). In these cases, a special meeting with the Principal, Pastor, and/or Finance Committee may be requested.