

ST. JAMES ACADEMY
2010 – 2011
TUITION POLICY STATEMENT

Screening Fee for New Students

Non-refundable \$30.00 per student, due at time of screening.

Registration Fee

All families: non-refundable \$400.00 per student, due at time of registration or re-registration.

Service Hours

All families registering students at St. James Academy will pay the amount of tuition indicated on the chart below and will work **30 service hours per school year**. Tuition, fees and service hours are all part of the consideration that the parent gives to the school in return for an education. If you are unable to complete your service hours a service fee of \$10.00 per hour will be charged.

In order to complete re-registration for returning students, at least 15 service hours must be completed unless *specific* plans have been made to complete the full commitment. Registration for the following school year will be null and void if, by May 31st of the current school year, the service hour commitment has not been met in full.

Each family is responsible for keeping track of their service hours. There are many and varied opportunities for fulfilling this part of the educational investment commitment. Each family is expected to contact teachers, office staff, or committee chairs to arrange for volunteer projects.

Plan Designation

Plan I: Supporting parishioner is defined as “a registered family who contributes a minimum of \$500.00 in the current calendar year (1/01/10 – 12/31/10) by means of your parish envelope system.”

Plan II: Non-supporting parishioner or non-parishioner.

	SUPPORTING PARISHIONER	NON-SUPPORTING PARISHIONER OR NON-PARISHIONER
1 child	\$ 5,155.00	\$ 5,655.00
2 children	\$ 9,657.00	\$ 10,157.00
3 children	\$13,401.00	\$ 13,901.00

Method of Payment

All families are expected to make tuition payments according to one of the following payment preferences. Each family's preferred manner of payment must be submitted each year at the time of student registration. Payment preferences include:

1. **FULL PAYMENT.** Under this plan, the entire amount of tuition is paid by cash or check on or before July 1st. A tuition reduction of 2% of the total amount will be applied.
2. **SEMESTER PAYMENT.** Under this plan, the entire amount of tuition is paid by check or cash in two equal installments, due on or before July 1st and December 1st.

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3. **MONTHLY PAYMENTS.** Under this plan, the entire amount of tuition is paid monthly over a twelve (12) month period beginning in July through the FACTS Tuition Management Plan. This plan will authorize the family's bank to make automatic monthly payments to FACTS on either the 5th or 20th of each month. Families who choose this option will pay a \$35.00 annual processing fee, which will be automatically deducted from the family's bank account.

Late Payments/Delinquencies

It shall be the responsibility of each family to keep the Principal or Bookkeeper informed of their need to make any changes in the preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late:

- 1.) **FULL PAYMENT.** If payment is not received on or before July 1st, the discounted rate of tuition will not apply. When full payment has not been made by July 1st, the family will be contacted within five (5) days by the Bookkeeper concerning the missed payment date and alternative tuition payment options will be offered.
- 2.) **SEMESTER PAYMENTS.** If a semester payment has not been made by July 1st or December 1st, the family will be contacted within five (5) days by the Bookkeeper concerning the missed payment date and alternative tuition payment options will be offered.
- 3.) **MONTHLY PAYMENTS.** School families who choose the 12-month payment plan and miss a monthly payment due to insufficient funds, will be automatically charged a \$25.00 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. FACTS will make an additional attempt to collect the tuition payment approximately 15 days after the payment was due.

School families who have missed two (2) monthly payments or have not kept the terms of the agreement and have not made suitable arrangements with the Principal or Pastor within fourteen (14) calendar days of the second missed payment, will be informed that their child(ren) will not be readmitted at the beginning of the following semester.

If a family should experience an unexpected financial crisis, it is their responsibility to inform the school no less than five (5) working days before the payment is due. The FACTS Plan can be adjusted for that month to accommodate the family's needs.

Tuition Assistance

A limited amount of financial aid is available at St. James Academy. All families requesting tuition assistance must apply through the Tuition Assistance Data Service (TADS) in spring of the school year preceding the requested assistance. A financial aid packet may be obtained during the months of February and March. The application and accompanying documents will be submitted according to the timeline and directives in the packet.

Since financial difficulties are often unpredictable, a family should not hesitate to inform the Principal or Pastor of their need whenever a crisis or other financial emergency may arise during the year.