

# St. Philip and St. James Elementary School

## Tuition Policy

### Introduction

Sending your child to a Catholic school is an important decision regarding their early education. SSPJ has a long history and proven record of educating children with outstanding results. We firmly believe the tuition and other school fees is a valuable investment in your child's academic education and religious formation. The investment you choose to make in your child's education is shared with you by the Parish of St. Philip and St. James as well as the Diocese of Metuchen. Tuition and other school related fees do not fully cover the total cost of educating the students. Complete and timely payment of tuition, technology fees, after care, other school fees and lunch accounts is essential to the financial stability of the school.

To make these payments the school utilizes the FACTS Tuition Management Program the leading national provider of school tuition and fee payment plans. Enrollment in, and maintaining enrollment, in FACTS is **mandatory** for all SSPJ families.

### FACTS

FACTS offer a variety of tuition payment plans to accommodate each family's budget. It is essential that tuition and fees be paid by all families. Tuition may be paid in full, on or before August 31<sup>st</sup>, or in ten monthly installments directly through your FACTS account. Tuition can be paid on line through your FACTS account through automatic payment via a checking account or credit card. Payments are also accepted at the school office by check or credit card. The FACTS annual fee is \$45.00 (only for the monthly payment plan), there is no FACTS fee if the tuition is paid in full prior to start of the school year, unless FACTS is used for incidental expenses such as Before or After school care.

### Tuition Policy

Our tuition policy requires that all parents and/or guardians must pay the total tuition and other fees charged for the school year on or before May 31<sup>st</sup>. If a family chooses to pay tuition in full prior to August 31<sup>st</sup> the tuition will be discounted 3%. Paid in full buyouts, technology or other school fees do not qualify for the 3% PIF discount. All families are required to make payments using the FACTS Management Plan. Through the FACTS payment plan the parent or guardian authorizes the bank to transfer payments from a checking or savings account or direct charge to a valid credit card on file. It is the responsibility of each parent or guardian to keep the FACTS administrator informed of any changes to their preferred payment plan and to make all necessary arrangements in the FACTS account to facilitate any payment plan changes.

## **Difficulty in Payment of Tuition**

For the family's peace of mind and the financial stability of our school, it is the obligation of the parent or guardian to contact the Business Manager as soon as possible when an economic difficulty or change in life situation occurs. The Business Manager will arrange a confidential meeting to discuss a mutually agreeable alternative payment schedule. All requests and alternative arrangements will be held in strict confidence.

## **Tuition and Fee Delinquency**

Children will not be allowed to attend SSPJ if their parent or guardian fails to pay tuition and all other school related fees according to the arrangements made with FACTS Management Plan or if they have been negligent or unwilling to make suitable alternative arrangements with the school Principal and Business Manager. Families whose accounts are 60 days delinquent for payment of tuition or other fees **MUST** make suitable alternative arrangements with the Business Manager to have past due payments brought up to date. If the delinquency extends beyond 60 days and suitable payment arrangements have not been made the child(ren) may not be permitted to attend school. Consideration will be given if documented extenuating family circumstances are provided. Failure to pay tuition or other school fees from the previous school year will result in the student not being readmitted for the next school year.

## **Eight Grade students and/or Transferring students**

Tuition and all school related fees **MUST** be paid in full before SSPJ will complete and transmit any records or materials to accomplish the transfer. Eight grade and transferring students whose tuition and fees are not paid in full may have report cards, and other school records withheld until all tuition and fees are satisfied. In addition, eight grade families that have unpaid tuition and fees may not have their child/children participate in graduation ceremonies or receive their diploma until all tuition and fees are satisfied.

## **TUITION ASSISTANCE**

Tuition assistance may be available for families that qualify due to financial hardship. Tuition assistance and financial aid are based strictly on demonstrated financial need. Tuition assistance award amounts will be deducted from the total standard tuition and the family will then be responsible to pay the full remaining amount along with other school related fees. Applications are made yearly by March 31<sup>st</sup> through your FACTS account and must include the Parish Verification Form signed by your pastor and your current year TAX filing information. There are currently three sources of financial aid all of which can be applied for separately.

- Diocese of Metuchen: Foundation for Catholic Education (FCE), available ONLY to Catholic families that are members of parishes within the Diocese of Metuchen.
- Monsignor Sheehan Scholarship: (Available to families that are registered in St. Philip and St. James parish)
- Hope Through Education: (Available to ALL families, Catholic or Non-Catholic that reside in counties serviced by the Diocese of Metuchen.

NOTE: 1. Financial aid scholarships are awarded primarily to economically disadvantaged families through the evaluation process of the FACTS Grant & Aid (FGAA).  
 2. To be eligible for a Monsignor Sheehan Scholarship the family MUST first apply to one or both of the Diocese of Metuchen scholarships (FCE) and/or (HtE).  
 3. Financial aid scholarships are NOT available for Pre-School children.  
 4. Details and application forms and instructions for all the available financial aid scholarships are available through the school office.  
 5. Scholarship applications MUST be submitted no later than March 31<sup>st</sup> each school year.

**ST. PHILIP & ST. JAMES SCHOOL PARENT TUITION POLICY SIGN OFF SECTION**

The Tuition Policy is an important agreement between the school and parents of children attending St. Philip & St. James School. Strict enforcement will ensure the financial stability of SSPJ, hopefully eliminate any confusion and provide guidance to families on the importance of making timely payments of tuition and other school fees through the ease of the FACTS Tuition Management Plan.

Please read the Tuition Policy and sign below that you have read and fully understand the Tuition Policy and submit the signed policy along with your registration forms. Finally, we look forward to having you and your child/children become part of the SSPJ family.

PLEASE PRINT:

Parent/Guardian Names: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I/(we) have read and fully understand the Tuition Policy and will abide by its requirements.

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