



## Tuition Policy & Partnership Guide 2019-2020 School Year

## **Introduction**

This guide has been designed to help academies within the Diocese of Brooklyn who are boarding FACTS Tuition Management, the preferred tuition management partner of the diocese. Establishing standard policies, procedures, and common terminology will benefit both school personnel and families. Additionally, it will ensure consistent and accurate reporting across all schools in the diocese.

## Academy Tuition Policy

Each academy should have this policy published in the Student/Parent Handbook and on the academy web site.

*The success of our Academy relies on the commitment of our families to make Catholic education a financial priority. The Academy has full-year contractual and financial obligations that must be met, such as teacher salaries, utility bills, building maintenance and improvements, and other expenses. Families that seek enrollment are required to satisfy the annual tuition by specified due dates.*

*These policies are not intended to deprive anyone of a Catholic education. It is our desire to maintain a fair approach to collection of tuition and to provide a sound financial policy for the overall welfare of our families. We encourage all responsible parties to maintain open communication with the business office to ensure a complete understanding of each family's financial obligations. The goal of our academy is to provide a Catholic education to every student who desires one, but only by mutual cooperation can we make certain that this goal is met. Parental non-payment or delinquency in meeting financial obligations creates an additional burden for the Academy.*

1. Tuition contracts specifying a payment schedule should be published and shared with families.
2. All families must sign an enrollment contract that guarantees the family will be responsible for the full payment of tuition for the academic year.
3. Academies should arrange for all tuition and fees to be collected through FACTS Tuition Management.
4. Tuition payment schedule should follow the most appropriate schedule for the academy and parents: monthly, one payment, or three installments.
5. Academies reserve the right to place severely delinquent accounts in the hands of a collection agency or its attorneys for collection. It is not our desire that any family should incur unnecessary legal fees or suffer further embarrassment or inconvenience in this regard. Again, we encourage prompt communication with the academy in an effort to avoid litigation.
6. In order to withdraw a student, the parent must submit written notice to the principal in advance of the withdraw date. This enables the academy to prepare necessary information and settle accounts. No student records will be forwarded to another academy or school until all accounts have been settled.
7. Following the terms of the enrollment contract, refunds will be made only in accordance with the stated guidelines and/or at the discretion of the administration. The refund must be requested prior to the start of the period for which payment would be made.
8. Delinquency Management
  - a. By standard practice, FACTS will send payment reminders prior to any due date, returned payment notices in the case of a failed payment, and will make automated phone calls to delinquent payers. It is the responsibility of each academy to closely monitor delinquencies. Payers who fail to communicate with the academy and resolve the delinquency through a payment schedule approved by the academy will result in suspension of services for the student.
  - b. Students will not be permitted to attend class at the start of the trimester should any balance be past due.
  - c. No student will be permitted to begin an academic year unless all registration and other required fees are current. Registration and other required fees are paid through FACTS Tuition Management at enrollment. Enrollment for students whose families are not current in the registration or other required fees by June 30 may be cancelled at the discretion of the academy. In no event will students be permitted to attend class at the

- commencement of the academic year unless the delinquency is paid in full.
- d. In order to participate in graduation activities, all debts for eighth grade students must be cleared by the first Monday of May. Eighth grade transcripts will not be released to the high schools if the financial obligations have not been met.
  - e. All fees must be paid in full before records or progress reports will be processed. It is the sole discretion of the academy to withhold trimester exams, report cards, transcripts, records, and diplomas until all financial obligations are satisfied in full.
9. A Tuition Assistance Committee must be in place at every school/academy