

ST. DOMINIC PARISH
Cincinnati, Ohio

School Tuition and Fees - Financial Policy 2017-2018

INTRODUCTION

Through a shared sense of community responsibility, past and present members of St. Dominic Parish have given generously of their prayers, ministry, and treasures. This support has enabled St. Dominic Parish School to provide a very high level of Catholic education for the children of our Parish. The aging of our School's physical structures and the ever rising costs required to operate our School, including the salaries and benefits needed to recruit and maintain quality staff, continues to place a stress on our School's finances. To avoid spiraling tuition fee increases, which would change the character of St. Dominic Parish School from a school for **all** parish children to that of a school for only a privileged **few**, it is both fair and just that we each, including our School Families, continue to meet our responsibilities by sharing our treasures with our Parish Family. Let us pray for the success of St. Dominic Parish, including the School, especially for those making great sacrifices to keep Catholic education a priority in their lives.

A. FR. JAMES WALSH SCHOLARSHIP:

In order to qualify for this scholarship, you must first be a registered Parishioner of St. Dominic Parish. The funding for this scholarship comes mainly from our Parishioners' Sunday contributions. To be eligible for this scholarship, you must be in good standing with our Parish policy regarding regular worship at Sunday Mass, or the Saturday Vigil Mass. Simply stated, you must attend Mass on Sunday, or the Saturday Vigil Mass, more times than not over any monitored period of time. We monitor attendance through envelope usage. We ask that you place your offering envelope in the basket at the time the ushers collect. It is important for monitoring purposes to use the envelope each and every week. We ask that you put an envelope in the collection basket even if the envelope is empty. If at any time during a monitoring period you are not meeting the policy requirements, we will notify you of the circumstances so that you have an opportunity to adhere to the policy. If you continue to fail our policy requirements, you will then lose the scholarship for the remainder of the school year.

Additionally, you must **meet all registration and tuition payment deadlines**. If a deadline cannot be met by the family, the family must contact the Parish Business Manager to discuss and establish a new and reasonable payment plan before the deadline is reached. School Families must complete the "Tuition Payment Preference Form", which is included in our School's Enrollment Packet.

All contacts with the parish offices concerning financial matters will be kept strictly confidential.

The Parish Administrator, in consultation with the Business Manager and the Principal, makes final determination of family eligibility.

B. TUITION

The Pastor and the Finance Council, in consultation with the Principal and Business Manager, establishes tuition for each school year.

For "Eligible Families", the Fr. James Walsh Scholarship (Please see Section A above) is the difference between the total cost of educating the child/ren and the amount of tuition charged. This difference is provided by the Parish. **"Non-Eligible Families" will be assessed the full cost of the school child/ren's education.** Please contact the Parish Administrator or Business Manager at 471-7741, if you have any concerns.

C. RESPONSIBILITY

The Parent(s) or Legal Guardian is responsible in ensuring the registration fee and tuition are paid in full according to the payment schedule outlined in section D, even when another party is defined as paying the fee/tuition.

D. PAYMENT SCHEDULE

1. REGISTRATION FEE

Registration forms and a non-refundable registration payment of \$100 per child (\$50 for half day K) are due by **February 21, 2017**. *Failure to register and pay the registration fee by March 1, 2017, may result in an additional \$25 per child late fee.*

2. TUITION

Tuition is payable according to the option that is chosen by the family. Available options are identified on the "TUITION PAYMENT PREFERENCE FORM", which is included in our School's Registration Packet. Depending on the option chosen, certain discounts are available or fees are involved.

Families who register after June 1, but before school begins, pay the full year's tuition.

Tuition for families who register during the school year will be prorated for the number of school days remaining in the school year.

In both cases above, the 1st month's tuition, as well as the registration fee, are due at the time of registration.

If a family withdraws from our Parish School, tuition will be prorated based on the number of days the student attended. Over payment will result in a refund. If there is a balance due, the student's records will not be transferred until payment is made in full.

3. FAILURE TO PAY TUITION

If tuition payments are not received as scheduled, a late fee of \$10 may be assessed by the Parish. If payment of your account becomes excessively delinquent, scholarships and financial assistance maybe forfeited. Additionally, if you do not meet the payment dates established for the single pay or two pay option, your discount maybe affected. Families unable to meet tuition payment deadlines must contact the Business Manager **before** the payment is due. Please see the Tuition Assistance Program, Section E, if applicable to the family's situation. All contacts concerning these matters will be kept strictly confidential.

Transfer of academic information to another school and final report cards will be withheld until the total tuition payment due is received in cash, money order, cashier's check, or certified check.

Failure to pay outstanding fees and tuition from the previous school year may result in the student not being admitted for the next school year.

Any returned checks will incur a \$12.00 service fee.

E. TUITION ASSISTANCE

St. Dominic Parish believes that all Parish children should have access to a Catholic school education; **therefore, in order to qualify for Tuition Assistance, including Hardship Assistance, the family must be an eligible family of St. Dominic Parish, by meeting all requirements as defined in Section A.**

Please be aware that the funds provided for tuition assistance at St Dominic Parish come from various sources, including bequests of past Parishioners, donations from our present Parishioners and our Tuition Reduction Program.

All requests for financial assistance are handled with the utmost confidentiality and sensitivity. The Parish uses FACTS Tuition Management to receive school family financial information via an application process. FACTS provides the Parish with an analysis of each family's relative financial need. Using this and other information, the Parish Administrator, in conjunction with the Business Manager and Principal, identifies the Tuition Assistance for each family. Families who want to be considered for tuition assistance **must submit a completed on-line application to FACTS** for the upcoming school year by the defined due date.

Financial assistance is available to Eligible Parish Families, as defined in Section A. It is the **parent's responsibility** to complete the on-line application, and provide FACTS with the requested information and documentation by the date due. (NOTE: If you are unable to pay the FACTS application fee, please contact the Parish Business Manager.)

Tuition assistance only applies to the current school year. An annual application is required. The Parish Business Manager will inform each family of the Tuition Assistance Application process outcome by May 1 of each year.

If the family's financial circumstances change during the current school year, which creates a hardship for the family to pay tuition, parents are responsible for contacting the Parish Business Manager. The Parents and the Business Manager work together to identify a reasonable payment plan, which may include Hardship Tuition Assistance.

F. CLOSING STATEMENT

The St. Dominic Parish School Financial Policy stated herein is presented as a matter of information only. St. Dominic Parish has made every effort to make this financial policy as comprehensive as possible, however, there is no written policy that can anticipate and cover all situations. While we believe whole-heartedly in the policies and procedures stated herein, the Pastor, in consultation with our Business Manager, Principal and Finance Council, reserves the right to modify, revoke, suspend, terminate, change, or make new any or all such plans, policies, or procedures, in whole or in part, at any time, with or without notice.