

School Tuition and Fees - Financial Policy 2019-20

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 teachers and staff, continues to challenge our school's finances. To minimize tuition increases, and to avoid changing 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 parish responsibilities by sharing our treasures with our parish family. Let us pray for the success of St. Dominic Parish and School, and especially for those making great sacrifices to keep Catholic education a priority in our lives.

A. FR. JAMES WALSH SCHOLARSHIP:

In order to qualify for the Fr. James Walsh 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 Parish Administrator, in consultation with the Principal, Business Manager, and Finance Council, 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 tuition.** 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 for 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 22, 2019**. *Failure to register and pay the registration fee by February 22, 2019 will result in a late fee of \$25 per child.*
2. **TUITION:** Tuition is payable according to the option chosen by the family on the Tuition Payment Preference form. Families registering after June 1, but prior to the beginning of classes, pay the full year's tuition.

Tuition will be pro-rated for families registering after the start of classes for the school year, based on the number of school days remaining in the school year. The first month's tuition, as well as the registration fee, are due at the time of registration.

If a family withdraws, tuition will be prorated based on the number of days the student attended. A refund will be issued for any overpayments. Upon withdraw, student's records will not be transferred until all outstanding balances are paid in full.

3. **FAILURE TO PAY TUITION:** If tuition payments are not received as scheduled, a late fee of \$10 will 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 will be forfeited. 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 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 mindful, funds provided for tuition assistance at St Dominic Parish come from various sources, including bequests of past Parishioners, and donations from our present Parishioners.

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 tuition assistance for each family. All families are encouraged to complete the tuition assistance application. **All request for assistance must be submitted via an on-line application with FACTS Management Company 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 all necessary information and documentation as required by the due date. (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 assistance award by May 1st.

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

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 circumstances. While we have made every effort to create a comprehensive Financial Policy, the Pastor, in consultation with our Business Manager, Principal and Finance Council, reserves the right to modify, revoke, suspend, terminate, or make new policies or procedures, in whole or in part, at any time, with or without notice.