

Policies and Procedures for Rates and Payment of Tuition and all Fees

You will receive a "Notification of Tuition" letter informing you of your tuition rate and payments. The first tuition payment and all fees will be collected through FACTS no later than June 29, 2012. If a FACTS agreement is not in place and tuition is not collected, the student's name will immediately be removed from the roster and replaced by the next applicant. Late payments will risk your child's enrollment status.

Each St. Joseph's Regional School family (returning or new) must return a completed yellow Parish Verification Form to the school office. Every Catholic family must also return a signed Parish Covenant.

1. Late payment fees for the 2012-2013 school year are as follows: Five days after the tuition due date, a \$25 fee will be charged to all overdue accounts. Thereafter an additional late fee of \$25 a week will be added. Your child(ren) may not be admitted to school until the the balance due is paid.
2. St. Joseph's Regional School withholds all student records when the family fails to meet all financial obligations within the time specified. No report cards will be issued or conferences scheduled for any family whose payments and obligations are not current; and student records will not be forwarded to new schools. Attendance for each quarter is conditional on satisfactory compliance with all financial obligations. In order for a student to participate in 8th grade graduation and related activities, all financial obligations must have been met.
3. A fee of \$25 will be charged for any returned check. All future payments to the school must be made by money order or cash only. **NO EXCEPTIONS.**
4. **Periodic reviews are made to determine if parents and guardians make their scheduled payments in a timely manner. If the review shows a consistent pattern of payment on time these families will be allowed next year to pay on a periodic basis. On the other hand, if the review shows a consistent pattern of untimely payments or non-payments, then these families forfeit the opportunity to use periodic payment next school year or the next payment period, and these families must pay tuition in full up-front. Failure to meet all financial obligations by their due date may also result in dismissal.**
5. Our budget is based on your commitment to attend St. Joseph's Regional School, therefore, no refunds will be issued for tuition or other fees collected by the school. Anyone withdrawing from St. Joseph's Regional School who has pre-paid full year's tuition may receive a pro-rated refund not to exceed 50% of the full pre-paid tuition amount. No other fees will be refunded. No refunds of any kind, including pre-paid tuition, will be given after the end of the first quarter. All requests for refunds will be forwarded to the School Advisory Board for resolution.