

# Saint Matthew School Tuition Payment Policy

## Tuition

It is required that tuition be paid on a timely basis. It is the responsibility of the parents and/or guardians to arrange for a tuition plan with the Business Manager prior to the beginning of the school year.

Tuition contract and non-refundable tuition pre-payment are due in May, 2008 (or within 2 weeks of enrollment thereafter).

### Tuition Payment Plans:

- Annual payment plan: Tuition balance due July 31, 2007
- Semi-annual payment plan: 2 payments due July 31, 2008 and January 31, 2009.
- Installment payment plan: maximum of 11 monthly payments as contracted through the FACTS Tuition Management Company and approved by the Parish Business Manager. Applications are available in the Business Office.

### Financial Assistance:

Only active parish members are eligible for financial assistance. Applications should be made on line at [www.factstuitionaid.com](http://www.factstuitionaid.com) and must be submitted by the last day of April for the following school year.

Alternative payment schedules or tuition reduction must be approved by written agreement with the Pastor, Parish Business Manager or Principal.

## Delinquent Tuition

Student academic records, report cards, test scores, diplomas and transcripts will not be released if a family is in arrears for financial obligations, including but not limited to tuition, lunch fees and extended care fees. **All financial deficiencies must be resolved prior to enrollment for the next school year.**

## Withdrawal

- Voluntary withdrawal during first semester of school year: 50% annual tuition due
- Voluntary withdrawal during second semester: 100% annual tuition due
- Withdrawals involving emergency, crisis or employment transfer issues should be submitted in writing to the Pastor, Business Manager or Principal and will be resolved on a case-by case basis.

<b>Tuition Rates for the 08/09 school year are as follows:</b>				
	<b>One Student</b>	<b>Two Students</b>	<b>Three Students</b>	<b>Four Students</b>
“Active” Parish Member Rate	\$3,990	\$6,510	\$8,085	\$8,400
Non-Parish Rate	\$6,720	\$10,080	\$12,600	\$15,750