



ST. FRANCIS OF ASSISI CATHOLIC SCHOOL
4556 TELEGRAPH ROAD | ST. LOUIS, MO 63129

314.487.5736 X121 | SCHOOLOFFICE@SFASSTL.ORG

**St. Francis of Assisi School
Tuition Payment Policies and Procedures
For the 2017-2018 School Year**
(Please retain for reference throughout the school year.)

❖ **Policies for School Tuition Payments:**

The St. Francis of Assisi School Board acts in an advisory role to the Pastor and the Principal of the School in regard to educational and religious programs for our school as well as financial matters. In that capacity, the Board annually establishes the amount of tuition and the manner of payment with the approval of the Pastor. Because there is a serious need for scheduled payments in order to keep our school financially solvent, the tuition formula will be reviewed periodically. **The Pastor, Finance Commission and the School Board reserve the right to act to increase the tuition formula as necessity dictates and/or determine other appropriate actions to maintain the financial viability of the school.**

Each school family must complete and sign a tuition contract prior to the beginning of each school year in order for their children to attend St. Francis of Assisi Elementary School. Failure to complete tuition payments on schedule may result in the final report card of the school year being held until all tuition has been received for that school year.

If a student is transferring, withdrawing or graduating from St. Francis of Assisi School and tuition payments have not been made in full, student records, including the final report card, will not be forwarded to the student's new school until such time as all tuition payments have been received.

❖ **Late Registrations:**

Families registering after July 1st shall be expected to fulfill their tuition obligation according to the tuition policy. In order to secure enrollment, all registration and student fees must be paid at the time of registration as well as any tuition that would be due at that point in time.

❖ **Late Payments:**

If you do miss a payment in FACTS, you will receive a notice from them with instructions on how the missed or returned payment will be handled. You may also be assessed a \$30 returned-payment fee for each attempt that is returned, but only if the return is because of non-sufficient funds. This fee is assessed in part to offset the fees FACTS is assessed by their financial institution when your payment is missed or returned. In addition to their fee, your institution may assess a fee as well.

❖ **Non-Admission of Students due to Tuition Delinquency:**

School families failing to pay tuition according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements with the parish, will be informed that their child(ren) will not be re-admitted to our school. All families must be current on their tuition.



ST. FRANCIS OF ASSISI CATHOLIC SCHOOL
4556 TELEGRAPH ROAD | ST. LOUIS, MO 63129

314.487.5736 X121 | SCHOOLOFFICE@SFASTL.ORG

If tuition is delinquent as of August 11th:

Students will not be admitted on the first day of school.

If tuition is delinquent as of December 15th:

Students will not be re-admitted on the first day of class in January.

If tuition is delinquent as of the last day of school:

Students will not receive report cards and permanent records will not be released.

❖ **Delinquent Tuition From Previous Years:**

All previously unpaid tuition must be paid by August 1st if a student is to be re-admitted on the first day of class for a new school year. Payments are to be made directly to the parish. If payment is not possible, suitable arrangements must be made with the Pastor or Business Manager.

❖ **Adjustments of Tuition:**

In the event that a child is withdrawing from St. Francis of Assisi Elementary School, requests for tuition adjustments should be made to the Business Manager. Tuition will be adjusted on a pro-rated basis - that is, tuition collected is based on a twelve-month fiscal year basis, while tuition refunded will be based on a 10-month school year. Any month or partial month attended will be counted as a full month of tuition owed.

Refunds of student fees will only be made prior to the beginning of the school year.