



**St. Francis of Assisi School  
Tuition Payment Policies and Procedures  
For the 2020-2021 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 the enrollment process through the FACTS system and establish a payment plan in FACTS prior to the beginning of this school year in order for their children to attend St. Francis of Assisi Elementary School. **All families must use the FACTS Family Portal for tuition and fee payments this year.** 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.**

### Payment Options & Tuition Delinquency Processes

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be established in the FACTS system at the time of the student(s) registration. Options for payments are as follows:

#### Full Payment option:

- **Payment Processing** - Under this option, the entire amount of tuition is paid on or before July 1<sup>st</sup>. **This is paid through FACTS.** In order to be able to utilize the Premier Billing features, there is a \$20 fee that FACTS will charge to families who use this plan. Families who choose this option will receive a 2% discount off of their tuition.
- It shall be the responsibility of each school family to keep the Director of Operations & Finance informed of their need to make any changes to their tuition payment option or adjustment in the amount of tuition expected to be paid. Without such information, the following policy will apply for tuition payments not received:
  - When full payment has not been made by July 1, the family will be contacted within fifteen (15) days by the Parish office concerning the missed payment date and an alternative tuition option will be offered. If the funds are not received according to the new agreement, all tuition payments shall be made through FACTS Tuition Management plan under one of the options below.

#### Two Payment plan option via FACTS:

- **Payment Processing** - Under this option, payments are due August 17<sup>th</sup>, 2020 and January 15<sup>th</sup>, 2021. This option is an automatic payment plan made through a checking or savings account. Those choosing this option will authorize their bank to make automatic payments to FACTS. **Payments made under this option are required to be made through FACTS.** . In



order to be able to utilize the Premier Billing features, there is a \$20 fee that FACTS will charge to families who use this plan. . You may also use a credit card under this option, but FACTS charges an additional fee per payment for this option.

- **Delinquencies** - School families who choose the two payment plan and miss a payment due to insufficient funds will be automatically charged a missed payment fee by FACTS and may incur a similar penalty from their own banking institution. FACTS will try to process this payment 2 more times, each time approximately two weeks later than each failed attempt (for example, if a payment fails on the 15<sup>th</sup>, FACTS will try to draw that payment again on the 30<sup>th</sup> of that same month. If it fails again, FACTS will attempt to draw that payment again on the 15<sup>th</sup> of the next month).
  - Families whose payment fails 3 times will be notified via a letter from the Pastor. These families will be required to make their payment **directly to the Parish office**, or make other suitable arrangements with the Director of Operations & Finance.
  - School families who are 60 days delinquent in FACTS and have not made suitable arrangements with the Parish office will be informed that their child(ren) will not be readmitted to school according to the Non-Admission specifications of this policy.

#### Quarterly Payment Plan via FACTS –

- **Payment processing** - under this option, the amount of tuition is paid quarterly with payments due in August, November, February and May (on either the 5<sup>th</sup> or the 20<sup>th</sup> of the month). This option is an automatic payment plan made through a checking or savings account. **Payments made under this option are required to be made through FACTS.** . In order to be able to utilize the Premier Billing features, there is a \$50 fee that FACTS will charge to families who use this plan. You may also use a credit card under this option, but FACTS charges an additional fee per payment for this option.
- **Delinquencies** - School families who choose the quarterly payment plan and miss a payment due to insufficient funds will be automatically charged a missed payment fee by FACTS and may incur a similar penalty from their own banking institution. FACTS will try to process this payment 2 more times, each time approximately two weeks later than each failed attempt (for example, if a payment fails on the 5<sup>th</sup>, FACTS will try to draw that payment again on the 20<sup>th</sup> of that same month. If it fails again, FACTS will attempt to draw that payment again on the 5<sup>th</sup> of the next month).
  - Families whose payment fails 3 times will be notified via a letter from the Pastor. These families will be required to make their payment **directly to the Parish office**, or make other suitable arrangements with the Director of Operations & Finance.
  - School families who are 60 days delinquent in FACTS and have not made suitable arrangements with the Parish office will be informed that their child(ren) will not be readmitted to school according to the Non-Admission specifications of this policy.

#### Monthly Payment Plan (10 or 12 month) via FACTS:

- **Payment Processing** - under this option, the amount of tuition is paid monthly over a ten (10) or twelve (12) month period (up to the family which term is best for them). For the ten (10) month plan, payments begin in August, 2020. For the twelve (12) month plan, payments begin in July 2020. This option is an automatic payment plan made through a checking or savings account. **Payments made under this option are required to be made through FACTS.** Those choosing this option will authorize their bank to make automatic payments to FACTS on either the 5<sup>th</sup> or the 20<sup>th</sup> of the month. In order to be able to utilize the Premier Billing features, there is a \$50 fee that FACTS will charge to families who use this plan. You may also use a credit card under this option, but FACTS charges an additional fee per payment for this option.
- **Delinquencies** - School families who choose a monthly payment plan and miss a payment due to insufficient funds will be automatically charged a missed payment fee by FACTS and may incur a similar penalty from their own banking institution. FACTS will try to process this payment 2 more times, each time approximately two weeks later than each failed attempt (for example, if a payment fails on the 5<sup>th</sup>, FACTS will try to draw that payment again on the 20<sup>th</sup> of that same month. If it fails again, FACTS will attempt to draw that payment again on the 5<sup>th</sup> of the next month).
  - Families whose payment fails 3 times will be notified via a letter from the Pastor. These families will be required to make their payment **directly to the Parish office**, or make other suitable arrangements with the Director of Operations & Finance.



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- School families who are 60 days delinquent in FACTS and have not made suitable arrangements with the Parish office will be informed that their child(ren) will not be readmitted to school according to the Non-Admission specifications of this policy.

Special note: In situations where parents are divorced, separated, or unmarried, and tuition is to be split between two parties, families can arrange split tuition payment arrangements with each family paying through their own FACTS account. Each party will need to complete a tuition contract, with the tuition amounts adjusted accordingly. Please notify the Director of Operations & Finance if you are in this situation.

### **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 as outlined above. **All families must be current on their tuition.**

If students are not admitted to school due to a tuition delinquency as outlined above, all access to grades in Alma will be turned off.

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 1<sup>st</sup> 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 office.** If payment is not possible, suitable arrangements must be made with the Pastor.

### **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 Director of Operations & Finance. Tuition will be adjusted on a pro-rated basis. Any month or partial month attended (even if student only attended one day that month) will be counted as a full month of tuition owed.

**Refunds of Instructional Fees will only be made prior to the beginning of the school year. Registration Fees are NOT refundable.**