



St. Francis of Assisi Catholic School
4556 Telegraph Road | St. Louis, MO 63129

314.487.5736 x121 | schooloffice@sfastl.org

**St. Francis of Assisi School
Tuition Payment Policies and Procedures
For the 2019-2020 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 this 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.

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 submitted via a signed tuition agreement 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 1st. **This is paid directly to the parish office.** Families who choose this option will receive a 2% discount off of their tuition. For families who do not wish to use FACTS, this is the option for you.
 - 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 15th, 2019 and January 15th, 2020. 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.** There



is a processing fee of \$10 that will be charged to the account by FACTS prior to the August payment. 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 15th, FACTS will try to draw that payment again on the 30th of that same month. If it fails again, FACTS will attempt to draw that payment again on the 15th 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 5th or the 20th 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.** Those choosing this option will authorize their bank to make automatic payments to FACTS. A processing fee of \$43 will be charged to the account by FACTS prior to the first payment due date. 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 5th, FACTS will try to draw that payment again on the 20th of that same month. If it fails again, FACTS will attempt to draw that payment again on the 5th 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, 2019. For the twelve (12) month plan, payments begin in July 2019. 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 5th or the 20th of the month. A processing fee of \$43 will be charged to the account by FACTS prior to the first payment due date (July or August). 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 5th, FACTS will try to draw that payment again on the 20th of that same month. If it fails again, FACTS will attempt to draw that payment again on the 5th 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 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 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.



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TUITION CONTRACT

Parish of Registration (required): _____

Father's First Name _____ Father's Last Name _____

Father's Address _____ City, State, Zip _____

Father's email address _____ Father's Telephone Number _____

Mother's First Name _____ Mother's Last Name _____

Mother's Address _____ City, State, Zip _____

Mother's email address _____ Mother's Telephone Number _____

PLEASE NOTE - Listing the Parish name here on this application does NOT register you in that Parish. Please contact the Parish Office if you're not sure whether you're registered

Student First/Last Name _____ Grade in 2019/20 _____

Student First/Last Name _____ Grade in 2019/20 _____

Student First/Last Name _____ Grade in 2019/20 _____

Student First/Last Name _____ Grade in 2019/20 _____

Please choose one of the following options (circle your choice):

Single Payment: Due July 1, 2019, paid directly to the Parish office (Includes a 2% discount for paying in full)				
__1 Child	\$5,248.88	__2 Children	\$7,686.14	__3+ Children \$8,291.78

Two Payments: Due on August 15, 2019 and January 15, 2020, withdrawn through FACTS				
__1 Child	\$2,678.00	__2 Children	\$3,921.50	__3+ Children \$4,230.50

Quarterly Payments: 4 payments withdrawn through FACTS (August, November, February, May)*				
__1 Child	\$1,339.00/qtr	__2 Children	\$1,960.75/qtr	__3+ Children \$2,115.25/qtr

10 Payments withdrawn through FACTS (August, 2019-May, 2020)*				
__1 Child	\$535.60/mo	__2 Children	\$784.30/mo	__3+ Children \$846.10/mo

12 Payments withdrawn through FACTS (July, 2019-June, 2020)*				
__1 Child	\$446.33/mo	__2 Children	\$653.58/mo	__3+ Children \$705.08/mo

*FACTS: Automatic bank payments (ACH) through your checking, savings or charge card account on the 5th or the 20th of the month. THERE IS AN ANNUAL FACTS ENROLLMENT FEE OF \$43 FOR BOTH QUARTERLY AND MONTHLY PAYMENTS. The fee is \$10 for Two Payment Families. This fee will be automatically deducted from your specified account within 14 days of the finalization of your agreement.





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FEE SCHEDULE

FEE DESCRIPTION	FEE/STUDENT	NUMBER OF STUDENTS/ NUMBER NEEDED	TOTAL
Registration Fee (on or before February 28, 2019) - DUE UPON REGISTRATION - NOT REFUNDABLE	\$50.00		
Registration Fee (on or after March 1, 2019) - DUE UPON REGISTRATION - NOT REFUNDABLE	\$150.00		
Instructional Fee DUE JULY 1ST (will be rolled into tuition plan) - REFUNDABLE ONLY UNTIL THE START OF SCHOOL	\$325.00		
Check here if Instruction Fee will be paid up front. DUE BY JULY 1ST* (PAY DIRECTLY TO PARISH OFFICE)	<input type="checkbox"/>		

*Families have the option of paying the Instructional fee directly to the Parish office by July 1, 2019, or they can have this amount added to the total tuition in their FACTS account, spreading the payment of this fee over the life of the FACTS agreement. Adding the Instructional Fee to the FACTS account will result in higher payments than shown on the previous page.

I agree to make tuition payments for the 2019-2020 school year according to the option above that I have selected. I have read the school policy regarding tuition and agree to abide by this policy.

Responsible Party Signature

Date

To secure your child(ren)'s registration for the 2019-20 school year, this form should be completed and returned to the school office with your family registration fee.7