

## Payment Policy

The school shall not accept any tuition agreements nor reserve any space for a family for the upcoming school year unless all tuition has been paid to Our Lady of Perpetual Help School for previous school years or other arrangements have been approved by the Pastor. Failure to meet all obligations as a Participating Member shall result in the requirement to pay the full per pupil cost tuition rates (Non-Parishioner rate) for the next school year.

1. The school must receive the signed tuition contract and \$100.00 deposit fee by **May 4, 2012**, to reserve space for the upcoming school year. The deposit will be credited to the family's tuition account. If a family decides not to enroll their student at Our Lady, the \$100.00 deposit becomes non-refundable.
2. All payments are due in the school office no later than the specified due date listed on the tuition contract. If payments are not received when due, a late payment fee of \$25.00 will be assessed. A \$25.00 fee will also be assessed for any payment returned from the bank due to in-sufficient funds, closed account, etc.
3. Four payment plans are available:
  - a. Full payment by August 5
  - b. 8 monthly payments (August - March)
  - c. 10 monthly payments (July - April)
  - d. 12 monthly payments (June -May)
4. Stewardship in the parish and/or school is strongly encouraged. Determination of participating status for each family is made on an annual basis. Parents are expected to complete the Self-Assessment form, which is submitted with the School Registration form in January. Criteria for participating tuition status is listed on the tuition contract and in the Parent/Student Handbook.
5. Failure to comply with the tuition agreement may result in the child(ren) being excluded from the school.
6. All tuition payments, as well as late fees, band tuition, cafeteria and library fees, etc., must be paid by the last day of school in order to receive your child/children's final report card. In addition, the child(ren) shall be removed from the class list. The student(s) may be placed back on the class list (if space exists; if not, placed on the waiting list) once all back tuition and any other outstanding fees are paid in full or arrangements are made with the pastor.
7. Post dated tuition checks will no longer be accepted. If a family chooses to issue a post dated check, the school/parish will not be responsible for any errors or fees incurred should the check be deposited prior to the requested time. Our Lady does not bill. Tuition is due on the 5<sup>th</sup> (or 20<sup>th</sup> option for EFT) of the month. If the 5<sup>th</sup> or 20<sup>th</sup> occur on a weekend or business holiday, tuition is due the next business day.
8. The Parish/School reserves the right to convert a tuition payment to electronic withdrawal.
9. SCRIP, Kroger and/or Market Day tuition credits earned in 2011-12 will be applied to 2012-13 tuition accounts.
10. Tuition Assistance. Families who are concerned about meeting their financial obligation to the school may apply for diocesan tuition assistance, in the form of the Diocesan Grant. Requests for parish tuition assistance, from the Guardian Angel Tuition Assistance Fund, and/or alternate payment plans should be made in writing to the Tuition Bookkeeper and approved by the Pastor. The pastor reserves the right to request tax forms, pay stubs or other financial information when making a decision concerning financial assistance and/or alternate payment plan requests. This information is kept in strict confidence.
11. Conditions for payment of parish assessment for students not attending Our Lady of Perpetual Help School:
  - a. Student must be on the waiting list.
  - b. Must meet the Participating Member status
  - c. If offered a slot in the school before the end of the first semester of any school year, family must accept or parish assessment at another school will no longer be paid as of that date. If any opening occurs after the start of the second semester, then the family has the option to reject the slot without the stoppage of parish assessment payments, provided requirements for Participating Member tuition status are met.
12. When a child withdraws, tuition is reimbursed/collected based upon the number of days the student attended the school. Student records are released to the new school when all tuition and other fees are current.

Our Lady of Perpetual Help School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, program and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational program and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency orders, or public school district initiated desegregation.