

St. Bernard's School

Payment Policy 2012 - 2013

Arrangements for tuition and other financial obligations and responsibilities must be completed before your child starts classes.

TUITION:

	2011-2012		2012-2013	
	Active Catholic	Non-Active Catholic or Non-Catholic	Active Catholic	Non-Active Catholic or Non-Catholic
1 Child	\$3,730	\$4,330	TBD	TBD
2 Children	\$7,087	\$8,287	TBD	TBD
3 Children	\$10,071	\$11,871	TBD	TBD
4 Children	\$13,055	\$15,455	TBD	TBD
5 Children	\$16,039	\$19,039	TBD	TBD

F.A.C.T.S. Monthly/Semi-Annual Payment Plans: You are responsible for keeping tuition payments current during the time your child is enrolled. If you choose to make monthly tuition payments, it will be done by an automatic debit from your checking or savings Account through a F.A.C.T.S. Tuition Agreement. The semi-annual plan consists of payments with no discount; the first half is due in July and the balance is due in December of the school year. There is an annual fee of \$38 for monthly payments and a \$15 fee for semi-annual plans (fee for 11/12).

F.A.C.T.S. Discover/MasterCard Payment Option: If you want to charge tuition payments to your credit card, you need to make arrangements directly with F.A.C.T.S. management. An additional credit card convenience fee will be assessed by F.A.C.T.S. for each payment.

Annual Payments to St. Bernard's School: The option to pay the school directly is also available. The annual payment is due and payable on July 15th of the school year and will include a 3% discount. **Tuition payments post marked or delivered after the July 15th due date will not be eligible for the 3% discount.**

Delinquent Accounts: Failure to make payments is a serious matter. Delinquencies caused by insufficient funds or closed accounts must be paid within 10 days of notice from F.A.C.T.S. or your bank. A late fee of \$25 will be assessed by F.A.C.T.S. or St. Bernard's School. In the event of a family emergency impacting your finances, a written request for special arrangements may be made to St. Bernard's School's Principal. In cases where there is an unpaid balance and the student does not return to St. Bernard's School, student school records shall not be forwarded to any new school until all unpaid balances have been paid in full. All unpaid accounts, which have not been satisfactorily resolved with St. Bernard's School's Principal, will be sent to a collection agency.

PARISH DISCOUNT FOR TUITION:

- ✓ Attendance status will be reviewed annually by the Principal and Pastor in January of every school year (Jan.-Dec.). If any question or uncertainty arises regarding family status confirmation will be made through Mass attendance and weekly envelope usage. Families not fulfilling this requirement will be a non-active parishioner and tuition will be based at a higher non-active amount. Actual requirement will be at the discretion of the Principal in consultation with the Pastor.

FEES:

- ✓ Enrollment fee is due with your Re-enrollment Form prior to formal registration. The fee is \$175 per child for returning students and \$200 per child for new students. Enrollment fees are non-refundable.
- ✓ Special class fees are due and payable at formal registration in May:

Special Class Fees	2011-2012	2012-2013
8 th Grade Graduation & Activities	\$250 per child	
6 th Grade Science Camp (per SJCOE)	\$275 per child	
1 st Holy Communion in 3 rd	\$30 per child	
Religion Book/Family Life ~ Kindergarten	\$38 each	
Religion Book/Family Life ~ 1 st , 2 nd & 5 th	\$46 each	
Religion Book/Family Life ~ 3 rd , 4 th & 6 th	\$39 each	
Religion Book/Family Life ~ 7 th & 8 th	\$43 each	
Enrollment fee (New Student) Due in March	\$200/per child	
Enrollment fee (Returning Student) Due in March	\$175/per child	
Participation fee (one time & refundable)	\$125 per family	
Assignment book 1 st – 8 th	\$5 each	

- ✓ Participation fee is a “good faith” one-time charge of \$125 per *new* family. This is refundable when a family leaves St. Bernard’s and has met all obligations. Failure to fulfill school participation obligations will result in forfeiture of this fee.
- ✓ PTC Association Fee is a membership fee of \$30 per family to help offset quarterly meeting general expenses. This fee is due and payable at formal registration.

Parental Work Obligation and Supporting Financial Responsibilities:

- ✓ Each family is obligated to spend thirty (30) hours in Parental Work Obligation during the school year, ten (10) of which are to be at the Parish Fall Festival. At the end of each school year, there will be an assessment of \$50 per hour short. This fee must be paid prior to formal registration.
- ✓ Each family is responsible for profit from a mix of SCRIP and Fund Raiser participation per the published rate for that school year. Failure to meet this responsibility will result in a fee that is the difference between the Buy-Out Option and the accumulated Profit Obligation. The participation fee may also be forfeited.
- ✓ Each family is responsible for buying or selling raffle tickets for the Parish Fall Festival. The amount is due prior to the start of the Festival.
- ✓ Each family is responsible for buying or selling 2 tickets to the October Fest held in the fall.
- ✓ Each family is responsible for supporting the Tuition Assistance fundraiser by selling or purchasing 2 tickets to the Spring Tuition Assistance Fundraiser.

Returned Check Policy:

- ✓ Checks written to St. Bernard’s School (fees, lunches, SCRIP, t-shirts, etc.) that are returned by your bank will not be “put through” again. Any check returned by the bank must immediately be paid by cash or money order PLUS a \$25 processing fee. A second returned check may result in your family being put on a “Cash Only” basis.