

Policy #1: St. Agnes Financial Aid:

1. Families requesting St. Agnes Financial Aid must complete the following steps:
 - a. Register for school and pay the registration fee.
 - b. Complete FACTS Grant and Aid Application. This includes paying the applicable fee to FACTS for this service.
 - c. Any family who does not file a U.S. income tax return, must make an appointment with the Business Manager and provide support for reported income, in addition to their FACTS Grant and Aid Application.
2. St. Agnes Financial Aid will not be given to current families who failed to apply for outside assistance (i.e. Tax Credit Scholarships, Big Shoulders Scholarships)
3. Families must keep all awards and correspondences confidential.
4. St. Agnes Financial Aid will be awarded based on:
 - a. The family's completion of the required steps above.
 - b. The family's demonstrated and verified financial need.
 - c. The family's past financial commitment to the school.
5. Financial Aid applications will be reviewed by the Financial Aid Committee, which consists of the Principal, Business Manager, and Pastor.
6. Financial Award letters will be mailed to the families in a timely manner.
 - a. If the family accepts the award, they must sign the letter and return it to school.
 - b. If the family rejects the award, they can appeal the award by contacting any member of the financial aid committee.
 - c. Only students in good academic and disciplinary standing will be eligible for St. Agnes Financial Aid.
 - d. Families with outstanding tuition balances will not be considered for St. Agnes Financial Aid until their account balance is current.

Policy #2: Tuition Payments

1. All families must pay the registration fee. That fee is not refundable.
2. Families will make tuition payments as follows:
 - a. Full payment (with a 5% discount, and no FACTS fees)
 - b. 11 monthly payments (August – June)
3. All families will have a FACTS Tuition Management Account.
 - a. Families paying over 11 months will incur a \$40 payment plan fee paid to the tuition software company on their first payment.

Policy #3: Tuition Delinquency

1. All families must read this Tuition Policy and understand the following:
 - a. The amount of their tuition and any tuition discounts (i.e. Financial Aid awards, New Family Discounts, Scholarships, etc.).
 - b. The payments plan details, including amounts and dates.
 - c. The families' volunteer obligations.
2. If a tuition payment is not received by the due date, it will be considered late and the tuition management system will assess a late fee of \$30.

3. Families should access their FACTS tuition management accounts and set-up an automatic payment type within the system.
4. If a family falls **60 days behind in their payments**, the student(s) within that family will be **excluded from class** until the time that the tuition account is up to date.
 - a. The family must make bring their account current or meet with the Business Manager to discuss a modified payment plan or a hardship arrangement.
5. Families seeking a hardship arrangement can meet with the Business Manager at any time. Documentation of the families situation may be requested.
6. If a family's account is past due on May 1st, the following actions will be taken:
 - a. Final report cards will be withheld until the tuition account is paid in full.
 - b. Transcripts and student records (except for state mandated information) will be withheld for students transferring to another school.
 - c. 8th grade students will be withheld from graduation activities and diplomas will be withheld until account is up to date.
7. If a returning family still has an outstanding balance by July 1, that balance will be added to the next year's tuition balance in the tuition management software.
8. If a non-returning family still has an outstanding balance by July, 1 the parish reserves the right to send that family to collections.

Policy #4: Late Registration (including Pre-School)

1. For students starting late, tuition and book fees will be prorated as follows:
 - a. August registration: 100% tuition
 - b. September registration: 100% tuition
 - c. October registration: 90% tuition
 - d. November registration: 80% tuition
 - e. December registration: 70% tuition
 - f. January registration: 60% tuition
 - g. February registration: 50% tuition
 - h. March registration: 40% tuition
 - i. April registration: 30% tuition
 - j. May registration: 20% tuition
2. Families registering late will be able to apply for tuition grants provided they follow the step outline in Policy #1 and that there are funds still available.

Policy #5: Volunteer and Fundraising Responsibilities

1. All families currently enrolled in school are expected to volunteer for at least 5 hours of service each year.
2. All families are encouraged to participate in school fundraisers such as movie nights, loteria nights, candy sales, and Fun Fest.
3. Families receiving St. Agnes Financial Aid are expected to provide additional service hours, as stated in their Financial Award Letter.
4. Families who do not volunteer or participate in fundraising may not be eligible for St. Agnes Financial Aid.

Policy #7: Students Withdrawing

1. Families withdrawing students prior to the first day of school will be refunded any tuition already paid.
2. Families withdrawing during the school year will be refunded on the following schedule:
 - a. August withdrawal: 90% tuition returned
 - b. September withdrawal: 90% tuition returned
 - c. October withdrawal: 80% tuition returned
 - d. November withdrawal: 70% tuition returned
 - e. December withdrawal: 60% tuition returned
 - f. January withdrawal: 50% tuition returned
 - g. February withdrawal: 40% tuition returned
 - h. March withdrawal: 30% tuition returned
 - i. April withdrawal: 20% tuition returned
 - j. May withdrawal: 10% tuition returned

Policy#8: After School Care responsibilities:

1. The school offers after school care as a convenience to the families that require this service. There is a daily fee associated with this service.
2. Once a family falls more than 3 weeks behind in payments, they will receive a warning.
3. If a family falls 4 weeks behind in payments, that family's student(s) will no longer allow in aftercare.
4. Families seeking a hardship arrangement can meet with the Business Manager at any time. Documentation of the families situation may be requested.