

## Holy Cross Academy K-8 Student Registration Form, TUITION POLICY

### TUITION POLICY:

#### **Standard Tuition Rate: \$8,800 or Participating Family Rate: \$8,250**

The Diocesan Office of Catholic Education states that a *participating family* is one that is actively involved in the life of the parish as demonstrated by attendance at Mass each weekend, financial support through regular use of the weekly envelope or on-line contribution, and volunteer service of time and talent to Holy Cross. Families who request the reduced tuition rate may be asked to attest to their commitment to these principles. This may include an annual assessment of evidence supporting the same, in order for reduced tuition to be granted.

Please note that the actual cost to provide your child with an excellent Catholic education at Holy Cross Academy is approximately \$11,000.00. Like many Catholic and private schools, Holy Cross Academy relies not only on tuition, but also on our community's support. In order to maintain a reasonable tuition rate, Holy Cross Academy has shown that it can depend on the generosity of parents, grandparents, alumni and the community connected to Holy Cross Academy, through their participation in fundraising.

#### **Tuition Payments:**

Families are enrolled with SMART Tuition Management regardless of how tuition is paid. There are two methods of payment for the annual tuition. Payment plans begin no later than July.

1. **Full Payment.** Under this plan the entire amount of tuition is paid on or before May 15<sup>th</sup>. This payment may be made directly to the school office or through SMART Tuition Management (SMART enrollment fee is waived when tuition is paid in full by May 15, 2020).  
Tuition may be paid **by check** payable to Holy Cross Academy, or by a **one time Credit Card payment**. Under this plan the entire amount of tuition is paid through the SMART Tuition Management Plan. This plan is an automatic payment made through your credit card. Those under this plan authorize SMART to deduct a one-time credit card payment. There is a 2.85% convenience fee for credit card use.
2. **Monthly Payments.** Under this plan the tuition is paid monthly (10 equal payments) through the SMART Tuition Management Plan. These plans are an automatic payment plan made through your checking or statement savings account or via credit card. Those under these plans authorize SMART to deduct through their financial institution or charge their credit card automatic payments. SMART charges an annual enrollment fee of \$50.00. There is a 2.85% convenience fee for credit card use.

**Delinquent Payment:** Payments are considered delinquent when they are more than five days in arrears. When this occurs, a reminder is sent by SMART and the Business office. Failure to respond within an additional five days may result in the student(s) being asked not to report to school until the tuition is brought up-to-date. Holy Cross Academy reserves the right to use collection agencies and other legal means to collect unpaid tuitions.

Non-payment of tuition and fees, or the delinquency in their payment, may result in the following action:

Account will be sent to an attorney or collection agency, the cost of which, including all collection costs, agency fees, attorney fees and court costs, is the obligation of each parent, in addition to all amounts owed. The Academy may also elect to report such non-payment or delinquency to credit reporting agencies.

Delinquent Tuition from Previous Years: any unpaid tuition from previous years prevents re-enrollment in Holy Cross Academy. Under these criteria a parent must pay all previous outstanding fees prior to enrollment.

Any student delinquent in payments of any type will not receive report cards, transcripts, letters of recommendation, or be allowed to participate in class trips and other extracurricular activities including graduation ceremonies from Holy Cross Academy.

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**Delinquent Tuition/Re-Registration:** All students who wish to register for the following school year must have their tuition/fee account current. Any student who has not met their current financial obligation will be put on a waiting list and won't be guaranteed a class position. No exceptions will be allowed.

**Refunds:**

- 1.) **If you are paid in full or have made payments prior to May 15<sup>th</sup> and you withdraw before July 15<sup>th</sup>, you will receive a full refund less a \$350.00 processing fee.**
- 2.) **If you withdraw your child between July 14<sup>th</sup> and the opening of school in September, one month's tuition and a \$350 processing fee will be withdrawn. This applies to whether you have paid in full or made monthly payments over the summer.**
- 3.) **If you withdraw after the start of school and prior to the end of the first trimester, you will be responsible for the full trimester expense plus one additional month's expense. If you withdraw after the end of the first trimester, you will be responsible for the full year tuition payment.**

I have read the above Tuition Policy:

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Parent Name (please print)

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Parent Signature and Date