

Financial Policy

The Saint Thomas the Apostle School establishes the regulations under which the tuition and fees be paid. The Principal is charged with the duty of impartially enforcing these regulations. A student's class registration is provisional until such financial obligations have been satisfied.

The Principal reserves the right to change the regulations of the school including those concerning tuition, fees, and the manner of payment. Such changes are effective for all students from the date when they are first promulgated.

Tuition Rates

Tuition rates are based upon the actual operating expenses of the school. The Principal shall establish the tuition rates each year. There are three categories of tuition:

I. Parishioner Rate

Parishioners of any parish within the Archdiocese of Newark do not pay non-parishioner fee.

Parishioners defined as:

- a. Catholic families registered with their respective parishes on or before January 1st preceding the start of the school year. All parishioners must have their pastor complete the *Confirmation of Student Parishioner Status* form.
- b. Catholic families who have moved into and registered with St. Thomas the Apostle Parish during the current calendar year and are certified by the pastor of their previous parish as having been a registered and supportive parishioner of that parish.

II. Non-Parishioner Rate

Any family not meeting one of the above criteria will pay the non-parishioner tuition fee.

Tuition Policy

St. Thomas the Apostle School will terminate educational services, class trips, and extra-curricular activities to any family whose account is **30 days delinquent**. Students will not be permitted to return to school until the account is brought current.

- Should an emergency arise and interfere with the ability to make payments as scheduled, the principal must be notified in order that an alternate payment plan may be considered.
- Should a child be withdrawn or expelled from school, tuition will be reimbursed on a pro-rated schedule as to the date on which he/she leaves during the academic year.
- Tuition payment plans are available through the school vendor, Smart Tuition.
- **All tuition payments are made through the Smart Tuition only. Payments cannot be accepted in the school office.**
- All delinquent payments are subject to a late fee of **\$65** per late payment.
- An additional fee of **\$30** for a failed check may also be incurred.
- An additional fee of **\$30** for a failed debit/credit payment may also be incurred.

I/We understand the 2020/2021 Tuition Policy, and I/we agree to comply with the tuition requirements as stated above. In addition, I/we further agree to comply with all the rules and regulations of St. Thomas the Apostle School in accordance with the Student Handbook.

Parent: _____
(Please Print)

Parent: _____
(Please Print)

Signature: _____

Signature: _____

Date: _____

Date: _____