

# ST. DOROTHY SCHOOL TUITION POLICY

ADOPTED JANUARY 2014 - Last Rev. October 31, 2019

ASSUMES TUITION DEPOSITS, IF APPLICABLE, ARE PAID AT REGISTRATION

The **2 PAYMENT PLAN** IS THE MINIMUM PAYMENT REQUIREMENT: SPECIFICALLY, HALF OF THE ANNUAL TUITION MUST BE PAID BEFORE SCHOOL STARTS ON SEPTEMBER 1<sup>ST</sup>. AND THE OTHER HALF OF THE ANNUAL TUITION MUST BE PAID BEFORE SCHOOL STARTS ON JANUARY 1<sup>ST</sup>. STUDENTS ARE NOT CONSIDERED OFFICIALLY REGISTERED IN THE SCHOOL FOR EACH HALF OF THE SCHOOL YEAR UNTIL THEIR SEPTEMBER AND/OR THEIR JANUARY PAYMENT IS RECEIVED. If you wish to use this PLAN, please select Smart Tuition's **2 PAYMENT PLAN Option**. This option is not recommended because discounts are not offered, and it can be difficult to save enough money to pay for ½ of the annual tuition within the 4 month period from Sept 1<sup>st</sup> to Jan 1<sup>st</sup>.

Families that are going through a challenging time and need a tuition payment extension should send a letter to the Rectory addressed to the Finance Committee explaining their special circumstances. Letters must be received at least three weeks before the September 1<sup>st</sup> or January 1<sup>st</sup> tuition due date in order to give the Committee time to make a decision on an extension request.

In the event that special circumstances *have not* been pre-approved by the Finance Committee, the following policy shall take effect: If half of the annual tuition is not paid before September 1<sup>st</sup>, or if the full tuition is not paid by January 1<sup>st</sup>, then an e-mail shall be sent to the family on behalf of the Finance Committee advising them that if payment is not received within one week, the family will not be considered as officially enrolled in the school **and attendance at school will be suspended until the minimum required tuition payment is received as per the 1<sup>st</sup> paragraph above**. However, families with no history of late payments and/or those that have a very small tuition balance in relation to the total amount of tuition that is then due, will be immediately contacted for tuition payment clarification and resolution.

The School will continue to offer a **Quarterly Tuition - 4 PAYMENT PLAN Option** that spreads tuition payments out evenly over the entire calendar year. This Plan requires selecting Smart Tuition's 4 Payment Plan option by and then making 4 quarterly payments on the 1<sup>st</sup> day of April, July, October, and January. Since this Tuition Payment Plan benefits both families and the Parish, a **3% "Prompt Pay" tuition discount** is offered to those families that make all 4 quarterly payments on time. If a family selects the 4 Payment Plan, and then does not make one of the quarterly payments on time (even if it is the January 1<sup>st</sup> payment), the Smart Tuition records will be updated to reflect the regular annual tuition rate, that is, no discount.

St. Dorothy School will again offer a **10 Month - 10 PAYMENT PLAN Option (3% discount)**. However, in order to qualify for this plan it is again required that the family select Smart Tuition's 10 Payment Plan Option AND authorize Smart Tuition to make 10 monthly automatic ACH debits against their checking, savings, or credit card account beginning on April 1<sup>st</sup> and ending on January 1<sup>st</sup>. Your ACH debit authorization is given to Smart Tuition simply by re-enrolling in Smart Tuition and providing your personal information related to ACH debits. In the event that a family subsequently cancels or makes a change to the ACH debit instructions that results in a deviation from the spirit of this 10 Payment Plan agreement, then the annual tuition will be corrected to the normal annual tuition rate, that is, without the discount. Note: **whenever a credit card or debit card is used, a 2.85% bank fee will apply** so, credit cards and debit cards are discouraged. There is no fee for ACH debits on a checking or savings account. Families are responsible for all fees charged by banks for insufficient funds (failed fees) for both checks and auto debits.

An additional 2% discount (total 5%) is offered if the **1 PAYMENT PLAN** is selected AND the annual tuition is paid in full by August 1<sup>st</sup>. **New families qualify for any discounted payment plan after the normal 1<sup>st</sup> payment due date provided a "catch-up" payment is received within 1 week of registration.**

Please note that "special" payment arrangements must align with the school policy of paying half of the tuition before school starts in September and the other half before school starts in January, unless previously approved by the Finance Committee. St. Dorothy School does not absorb NSF or other bank fees.