



## St. Theodore Guerin High School Policy for Tuition Payment and Collection

1. **Payment Options:** Parents/guardians pay the full amount of tuition and fees via FACTS Tuition Management by means of a 10 month tuition plan, a quarterly, bi-annual or an annual plan. For families not enrolled in FACTS, instructions and additional information for each of the tuition financing options is mailed with the tuition and fees statement in Mid-April.
2. **Payment Plan Re-Enrollment for Returning Families:** Returning families who were enrolled in FACTS will be automatically re-enrolled in the FACTS payment plan based on the terms of the agreement for the current school year. By re-enrolling in the payment plan, the family agrees to the current Policy for Tuition Payment and Collection.
3. **Payment Plan Enrollment for New Families:** New school families have until March 1, 2016 to set up a new FACTS agreement with information that is mailed with the tuition and fees statement in Mid-April. Failure to set up a FACTS agreement by the March 1 deadline may result in the student's place in the incoming freshman or sophomore class to be released, and the student will be placed on a waiting list.
4. **Tuition Payment Agreement and Registration:** No student is officially registered for the 2016-2017 school year until a family is enrolled or re-enrolled in FACTS and all prior year tuition and fees have been paid or an approved payment plan with the Accounting Office is in place.
5. **Tuition Deposit:** A tuition deposit is paid at the time of enrollment or re-enrollment via FACTS. For new students, this takes place in March or, if the student is accepted after March, within 7 business days of the activation of the FACTS payment plan. Tuition deposits for returning students are transacted via FACTS in May of 2016 on the family's regular FACTS payment date. This deposit is considered to be non-refundable at that time. The deposit is credited to the tuition bill and is not an additional charge.
6. **Tuition Payment:** Tuition payment is required to be kept current. Students with past due tuition balances will not be permitted to sit for their trimester exams. All final transcripts and diplomas will be withheld until balances are paid in full.
7. **Refunds due to withdrawal of the student** are made only on tuition and are prorated on a trimester basis. Once the current trimester has begun, tuition is charged for the entire trimester. There is no refund of the student activity fee or technology fee.
8. **Deadlines/Missed Payments:** By enrolling or re-enrolling in FACTS, the financially responsible parties agree that they have read and understood the tuition, fees, and policies, and agree to make all payments by the stated due date. Payments to FACTS Tuition Management begin in July 2016 and end no later than April 2017. The due date of the payments is based on the terms selected by the financially responsible party in the FACTS agreement. Payments are considered delinquent if the original payment due date has passed and the payment is unpaid for any reason. An account that is delinquent for 60 days or more is considered past due.

FACTS Tuition Management will notify the financially responsible party of a missed payment via e-mail or delinquency auto-dialer telephone call. Payments will attempt three times by FACTS before being categorized as unresolved. The financially responsible party is responsible for any returned payment fees charged by FACTS as a result of failed transaction attempts.

To encourage parents and guardians to keep their student's accounts current, St. Theodore Guerin High School reserves the right to undertake the following steps as soon as a student's account becomes delinquent:

- withhold report cards.
- block access to a student's wireless access within the school building.
- block student and parent access to Canvas.
- block student access to the student's school-issued e-mail account.
- block forwarding official transcripts of credits to a requesting secondary school or college. This applies to both transferring and graduating students.
- block student's return to school at the beginning of a trimester.

If corrective action is not taken to rectify the delinquency, and the account becomes past due, the President may withdraw the student from the school until the balance is paid or some financial arrangement is made with the Accounting Office. Past due accounts will be sent to a third party collection agency.

Accounts for graduating seniors must be paid in full by April 30 of the student's senior year, or the student will not receive a diploma and may also risk losing the privilege of being able to "walk" at the graduation ceremony.

9. **Payments After the End of the Payment Plan Year:** Payments must be made in the form of a cashier's check or money order if:
1. The payment is for 2016-2017 tuition and fees, and
  2. The payment is made after April 30, 2017, and thus is considered delinquent, and
  3. The payment is made at the school rather than through FACTS Tuition Management.

Payments accepted at the school after the end of the payment plan year are subject to a \$2 payment processing fee. Credit cards will not be accepted for delinquent payments at the school.

10. **Collection Proceedings:** St. Theodore Guerin High School reserves the right to retain all available methods for collections including the use of collection agencies. In the event collection proceedings become necessary, the parent will be responsible for attorney fees, court costs, and interest. Any tuition and fees that are placed in bankruptcy may result in the dismissal of the student unless reaffirmation of payment is made to the school.

11. **Custodial Parents and Payment:** In cases where both the custodial and non-custodial parent(s) are responsible for educational costs for the student, Guerin Catholic High School will bill only the custodial parent(s)/guardian(s). Any split of these expenses must be arranged between parents.
12. **Tuition and Unusual Circumstances:** Once the school year has begun, a family may experience the loss of a job or a catastrophic illness that makes it impossible to sustain payments as they were established. In order to prevent the withdrawal of a student(s) from the school for that year because of these new circumstances, the parents must contact the Accounting Office for more information.