



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

Enrollment is Subject to Establishing a FACTS Tuition Payment Plan:

For a student to be considered enrolled for the 2017-18 school year, Guerin Catholic requires that each family (1.) agrees to the terms of the enrollment agreement, (2.) establishes participation in the FACTS Tuition Payment Plan, and (3.) provides payment of the non-refundable tuition deposit. (The deposit will ultimately be credited against tuition and is not an extra charge.) For new students, March 1 is considered the first deadline for completing the steps. For returning students, deposits are due in May on the family's regular monthly FACTS tuition payment date. Failure to comply with these three requirements by the deadlines will result in the student's place in their class being released. Subsequently, and upon completion of the required steps, the student can be placed back in the class if spots remain open or will be put on a waiting list if the class has been filled.

Payment Plan Options:

Upon activating a FACTS Tuition Management Payment Plan, the following payment options are available:

Option 1 (2 payments): \$750 non-refundable tuition deposit per student paid on or before March 1 (new students) or in May (returning students), with the balance to be transacted on July 1.

Option 2 (3 payments): \$750 non-refundable tuition deposit per student paid on or before March 1 (new students) or in May (returning students), half of the balance to be transacted in July, and the remainder to be transacted in January.

Option 3 (5 payments): \$750 non-refundable tuition deposit per student paid on or before March 1 (new students) or in May (returning students), and the remaining balance to be transacted in four equal payments in July, October, January and April.

Option 4 (11 payments): \$750 non-refundable tuition deposit per student paid on or before March 1 (new students) or in May (returning students), and the remaining balance to be transacted in ten monthly payments from July to April.

Tuition Payments:

The financially responsible parties, as identified in the FACTS Tuition Payment Plan, agree that they will make all tuition payments by the stated due dates. Payments to FACTS Tuition Management begin in July 2017 and end no later than April 2018. The due date of the payments is based on the terms selected by the financially responsible party in the FACTS when selecting their payment plan.

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.

If any payment is delinquent, Guerin Catholic reserves the right to:

- 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.

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. If a suit or action is filed, the amount of such reasonable legal fees shall be fixed by the court.

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.

Payments Made on Delinquent Accounts:

Payments must be made in the form of a cashier's check or money order if:

1. The payment is made after April 30, and thus is considered delinquent, and
2. 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.

Withdrawal of a Student

You agree to the following unconditional payment terms:

- Withdrawal of the student on or after enrollment, but prior to the first day of school, results the forfeiture of the \$750 non-refundable deposit.
 - Withdrawal or dismissal of the student on or after the first day of school result in an obligation to pay the first trimester of tuition, less the prorated (1/3) amount of any scholarships, discounts, and financial aid awarded for the year, plus the technology fee and student activity fee.
 - Withdrawal or dismissal of the student on or after the first day of the second trimester results in an obligation to pay the first and second trimesters of tuition, less the prorated (2/3) amount of any scholarships, discounts, and financial aid awarded for the year, plus the technology fee and student activity fee.
 - Withdrawal or dismissal of the student on or after the first day of the third trimester results in an obligation to pay the full amount of tuition, less any scholarships, discounts, and financial aid awarded for the year, plus the technology fee and student activity fee.
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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.

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.