

Saint Matthew School Tuition Policy 2010/2011 School Year

Tuition

It is required that tuition be paid on a timely basis. It is the responsibility of the parents and/or guardians to arrange for a tuition plan with the Business Manager prior to the beginning of the school year.

Tuition contract and non-refundable tuition pre-payment are due in April, 2010 (or within 2 weeks of enrollment thereafter).

Tuition Payment Plans:

- Annual payment plan: Tuition balance due July 31, 2010
- Semi-annual payment plan: 2 payments due July 31, 2010 and January 31, 2011.
- Installment payment plan: maximum of 12 monthly payments as contracted through the FACTS Tuition Management Company and approved by the Parish Business Manager. Applications are available in the Business Office.

Financial Assistance

Only active parish members are eligible to apply for financial assistance. Applications should be made on line at www.factstuitionaid.com and must be submitted by April 16, 2010.

Alternative payment schedules or tuition reduction must be requested in writing approved by the Pastor, Business Manager or Principal.

Delinquent Tuition

Families may be asked to withdraw their student(s) during the school year if they are grossly in arrears in their financial obligations, including but not limited to tuition, lunch fees and extended care fees. **All financial deficiencies must be resolved prior to enrollment for the next school year.**

Voluntary Withdrawal

- Voluntary withdrawal during first semester of school year: 50% annual tuition due
- Voluntary withdrawal during second semester: 100% annual tuition due
- Withdrawals involving emergency, crisis or employment transfer issues should be submitted in writing to the Pastor, Business Manager or Principal and will be resolved on a case-by case basis.