



St. Matthew Catholic School

Tuition Payment Policy

2024-2025

FACTS TUITION MANAGEMENT

- St. Matthew uses FACTS Tuition Management for the collection of ALL tuition payments, including Preschool and Pre-Kindergarten tuition.
- All families must enroll in FACTS Tuition Management (select a payment plan and enter bank account or credit card information) at the time their students are enrolled (or reenrolled) for the school year. FACTS must be utilized to pay all tuition amounts due.
- St. Matthew staff will enter the tuition charges and amount due from the family after the FACTS account is set up.
- FACTS enrollment fees (maximum of one plan per family) will be covered by St. Matthew. However, if the optional insurance coverage is selected, this charge is the responsibility of the family. Likewise, any fees for returned payments are the responsibility of the school family.
- Families with students in Preschool or Pre-K as well as in grades kindergarten through eighth, should only select one payment plan.

FACTS TUITION PAYMENT PLANS AVAILABLE		
Plan	# of Payments	Date Due
Annual	1	July 2024*
Biannual	2	July 2024* and January 2025*
Monthly	10	July 2024* through April 2025*
*Payment due dates are either the 5 th or the 20 th of the month – your choice		

Registration Fees

A non-refundable registration fee is due in January for returning students and upon application for new students. The registration fee is paid online through the FACTS Enrollment process.

Tuition Due from Withdrawing Student

If a student is enrolled in any part of a quarter, tuition is due for that quarter.

Delinquent Tuition and Fees

- All tuition and fees (lunch, extended care, band fees, or other) must be current by June 25th for students to be admitted to the Fall Semester and by December 15th to be admitted to the Spring Semester.
- Students will not be allowed to participate in school sponsored activities if tuition and fees are not current as of May 1st. This includes but is not limited to the 8th grade Washington D.C. trip, May Crowning, and graduation ceremonies.
- Report cards and diplomas will be held if tuition, lunch fees, extended care fees, or any other fees are not paid in full. Transcripts will not be sent to another educational institution while there is a balance due for tuition or fees.