



April 2021

Queen of the Rosary School
Tuition Policy 2021-2022

Queen of the Rosary School is tuition based; therefore, parental financial obligations are crucial to its successful operation. Tuition payments are an investment in the education and religious formation of the children. The tuition and fees for Queen of the Rosary School are approved annually by the School Board, the Parish Finance Committee, the school's principal and the Pastor. The following policies are in effect for tuition and fees for the 2021-2022 school year.

Registration Fee

New and returning students will be required to pay a \$125 non-refundable school registration fee. Returning students must complete and return a Registration form to the school office with all registration fees prior to January 28, 2021 in order to reserve his/her spot for the 2021-2022 school year. The student will not be considered registered until all forms and fees are submitted. Parents, guardians or people responsible for the payment of the tuition are required to sign and return the registration forms and pay all fees.

A \$25 late fee will be charged in addition to the registration fee for any registrations accepted after January 28, 2021. This fee will be required to be paid prior to the start of the school year.

Tuition Payment

Queen of the Rosary School tuition payment policy allows families to select a payment plan that best meets the families' financial needs. These options include a full year payment paid in advance, and due prior to July 1, 2021. The full year tuition payment must be paid to FACTS and mailed directly to them (FACTS). **We do not collect tuition at the school.**

Monthly payments are payable only through FACTS. There is a one time administrative fee for the year with FACTS, which the school absorbs. These payments are made to FACTS through electronic bank transfer using the Automated Clearing House (ACH) process each month on or by a specific due date. FACTS will remind families in advance by e-mail or by letter of the approaching due date for tuition.

Payment of tuition by check directly to FACTS on or by a specific due date is available only under special circumstance. **Queen of the Rosary School will no longer accept monthly tuition payments.**

Payments to FACTS made after the due date will be charged a \$30 late fee for each month where the payment is received late. This fee is paid directly to FACTS. Effective for the 2021-2022 school year, all monthly payments as well as any late fees must be made directly to FACTS. Amounts paid to FACTS after the due date will first be applied against the outstanding tuition. **Queen of the Rosary School office no longer accepts any late tuition payments.** Payments can be arranged by contacting FACTS directly at 1-888-470-6008.

Tuition Delinquency

On time payment of tuition is the responsibility of each and every Queen of the Rosary School family. Should a family have difficulty in meeting the student's tuition obligation, it is the responsibility of the family to notify the Principal or Pastor so that special adjustments to the account are made to allow for a timely repayment of all past due tuition fees.

Any family, whose tuition account falls two months in arrears and has not made special arrangements with the Principal or Pastor, will be subject to Extracurricular Suspension. Any student under Extracurricular Suspension will be restricted from all school extracurricular activities (e.g. dances, class trips, sports or club activities) and subject to Financial Suspension. The exception will be activities related to classroom participation, Scouts and religious activities.

If delinquent tuition is past due 60 days, Financial Suspension is imposed. The student will be asked to leave school until all tuition is paid in full or a payment plan is approved and signed in writing by the Principal and Pastor as well as the parent(s) or guardian(s). No official school records will be released for any student until all financial obligations are completed. All textbooks, library books, sports uniforms, band instruments and equipment must be returned as well. **All accounts need to be paid in full on or before June 1.**

Any eighth grade student with outstanding tuition or fees will not be able to participate in eighth grade activities or graduation ceremonies. School records will be forwarded to the high school only after all past due tuition and fees have been paid in full.

Refund Policy

Students who withdraw from Queen of the Rosary School during the school year may be eligible for a refund if the annual or monthly tuition fee has been paid in advance. Tuition refunds will be issued by the school office on a prorated basis. If a student who has pre-paid the tuition withdraws from the school on the first day of the month, the entire amount paid will be returned. Tuition is required for any month in which a student is in attendance regardless of the number of days. Refunds will be issued only for those days after the student has officially withdrawn from school. Queen of the Rosary School requires a withdrawal form be completed and signed by a parent or guardian of the student. Refunds will only be issued to families in good financial standing with Queen of the Rosary School.

Tuition Assistance

Queen of the Rosary School has a limited amount of financial aid available that can be offered as a tuition grant to qualified students and their families who have demonstrated financial need. Proof of need must be presented to the Principal and Pastor. After reviewing the circumstances behind the need for financial aid, a decision will be made and the family will be notified. To apply for financial aid, the family must first contact the Principal to request the Financial Aid Request Form. The decision to grant financial aid will be made within one week of receiving the request.