

# ST. VIATOR PARISH SCHOOL

## TUITION/REGISTRATION POLICIES



A re-registration schedule for school families with re-registration forms will be sent home January 24<sup>th</sup>. The deadline is February 9<sup>th</sup>. The registration fee is \$365.00 per student. A fee of \$35.00 per family is collected for the Parent Teacher Organization. If the registration fee is not received by February 9<sup>th</sup>, the child(ren) will be placed on the school's wait list and administration may fill the opening(s). Any families that have not met the announced deadline will have their registration fee increased to \$465.00 per student.

**Registration fees and July and August tuition are non-refundable.**

## LATE/DELINQUENT TUITION PAYMENT

Tuition payment enables the St. Viator Parish to operate a school program. The annual tuition schedule specifies the parental commitment to support this instructional program. Prompt payment of tuition and applicable fees are considered a vital obligation of parents.

1. Prompt payment of tuition is a factor in determining continued enrollment.
2. Tuition payments and fees may be made with cash, check or credit card. There is a 3% fee when using a credit/debit card.
3. Tuition is due on the 15<sup>th</sup> of each month (July through April). For new families the first month's tuition is due on acceptance. Tuition is considered late as of the 15<sup>th</sup> of each month and is therefore subject to a **\$30.00 late charge**. First month's tuition is due July 15<sup>th</sup>. If not received on/or before July 15<sup>th</sup>, your child will be put on the current wait list.
4. Tuition is considered delinquent when in arrears by two months. Parents delinquent in payment of tuition face removal of their child(ren) from St. Viator Parish School at the discretion of the principal in consultation with the pastor.
5. Parents anticipating difficulty in maintaining tuition payments are encouraged to contact either the principal or the pastor for tuition relief assistance in advance of those obligations becoming late or delinquent. All requests for relief are strictly confidential.

## TUITION ASSISTANCE

Parents/Guardians who would like to apply for tuition assistance for the 2018-2019 school year may complete the FACTS application form online at <https://online.factsmgt.com/signin/4CSVP>. All of the Catholic Elementary schools are using FACTS Service to determine tuition assistance. Applying online is the only way to qualify for assistance and allows the school to view your application within minutes of submission. The non-refundable application fee of \$35 can be paid online with a credit card. All information will remain confidential. Tuition assistance is also available from other organizations. A list of these sources can be picked up in the school office.

## RETURNED CHECKS

Checks returned for insufficient funds or closed accounts are assessed a **\$35.00 fee** per check. If warranted by administration, families may be required to pay by cash only.