

St. Philip Neri School

Tuition Payment and Refund Policy

Tuition Rates and Payments

Tuition rates are set annually by the Finance Committee and subsequently communicated to all returning and incoming families. **Enrolling and maintaining a FACTS tuition account is mandatory for all families.**

- Annual tuition and fees are due in conjunction with the use of our FACTS tuition management system:**
 - One Payment Plan: 100 % of the tuition can be paid through FACTS by August 10th at no additional cost from FACTS.
 - Two Payment Plan: 50% on August 15th and 50% January 15th at a yearly cost of \$10.00 through FACTS.
 - 10 Month Plan: Starting August 15 and continuing on the 15th of the month through May at a yearly cost \$45.00 through FACTS.
- Re-registration fees and enrollment for a new school year: Late January early February for the upcoming school year.**
 - Tuition deposit** is \$100 per child for returning families and \$300 per child for new families at time of registration and automatically withdrawn through FACTS. All **registration** fees will become credits against the cost of tuition when payments are withdrawn through your FACTS account in August. Only the registration fee part of registering for the school year become credits against the upcoming school year, the Technology and Lunch Duty fees are NOT credited against tuition.
 - Technology fee** of \$125 per child due at registration and automatically withdrawn through FACTS.
 - Lunch Duty Fee:** For those parents opting to pay the \$50.00 per family fee rather than taking their turns to monitor the Lunch/Recess time of the school day will have that fee withdrawn through FACTS when the other registration fees are withdrawn.
- An additional \$10 charge will be added for any late payments. If a payment is late by more than 60 days, that charge will be increased to \$25.
- Any other charges for incidentals and classroom items must be paid when due. CARES and Hot Lunch fees will be withdrawn from your FACTS account on a monthly basis as those services are utilized by individual families.

Refunds

- Technology fees and tuition deposits are not refundable
- No refunds will be made to any family using the monthly payment plan
- If tuition has been paid for the full year in advance and a child withdraws during the first half of the year, 50% of the tuition paid will be refunded. If withdrawal occurs during the second half of the year, no refund will be made.
- No refunds will be made for any tuition payments made on a semi-annual basis.
- An exception may be granted at the discretion of the Pastor to #3 or #4 above if withdrawal of the students occurs due to a family hardship or unforeseen issue. In such cases, a refund will be made retroactive to the first of the month following the date of withdrawal.
- If a student is discharged at the election of the school, a refund will be provided for any advance payments consistent with #5 above, less any other damages or financial issues incurred by the school resulting from the student's behavior.