

School Financial Policy

The operation of St. Francis Xavier School is tuition based; therefore, parental financial obligations are crucial to its smooth operation. We believe that our tuition payments are an investment in your child's education. It is our responsibility to ensure that adequate financial resources are available for the school and that enrollment is available and as affordable as possible to all families.

The following policies are in effect for tuition and fees:

Tuition Payment

There are two basic payment options to make tuition payments. All tuition payments are received and processed through Tuition Management Systems (TMS). TMS is the contracted provider by St. Francis Xavier School for administering our tuition program. The tuition plans are as follows:

1. Full Payment (One Payment) – The entire tuition is due on or before August 15.
2. Monthly Payments (10 Payments) – Monthly payments are due on or before the 15th of each month. First payment is due by the 15th of August and last payment is due by the 15th of May.

Late Payments

All payments are due on the selected due date. If payments are not received by the date due, a late fee will be assessed. All families are responsible for meeting their tuition obligation to St. Francis Xavier School on a timely basis. Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify St. Francis Xavier School so that special arrangements and adjustments to your agreement can be made.

Tuition Delinquency

Any family whose account falls two (2) months in arrears and has been unwilling to make alternative arrangements, will have their student's report cards held and may be removed or restricted from all extracurricular activities (e.g. dances, class trips, sports, or club activities) and subject to financial suspension. If Financial Suspension is imposed, the student will be asked to leave school until all tuition and fees are paid in full. No official school records will be released for any student until all financial obligations are completed. All textbooks and sports uniforms must be returned as well.

A student whose account is in arrears may not be allowed to take mid-term or

final exams, participate in proms, class trips, or receive a yearbook. Any 8th grader with tuition or fees due will be denied participation in graduation ceremonies.

If a financial assistance award has been granted to your son/daughter, that award cannot be applied if any tuition and/or fees are past due.

1. If tuition is not up to date by mid-August, the student's name will not appear on a class list and the student will not be permitted to start classes.
2. Once the school year starts, if the tuition is not received at Tuition Management Systems by the due date, it is considered late and subject to a late fee. Within 4 to 6 days of being late, TMS will send a Past Due Bill asking for immediate payment and a late fee will be charged.
3. After 30 days, a warning letter will be sent from St. Francis Xavier School.
4. After 60 days, a phone call from a representative of St. Francis Xavier School will be made. An additional late fee will be added on a monthly basis.
5. If the tuition is delinquent, report cards will not be given to the parents and a conference will be held with the principal instead of the classroom teacher.
6. At the end of the semester, if tuition is delinquent, the student will not be permitted to return for the remainder of the year.
7. If the final payment is delinquent for New Beginnings, Pre-Kindergarten, Kindergarten, or Eighth Graders, they will not be permitted to participate in year-end and graduation activities.
8. Records will not be released to another school unless the tuition is current.

Registration Fee

Both new and returning students will be required to pay a non-refundable registration fee. Returning students must complete and return the registration form to the school office along with the registration fee to hold or reserve your spot for the following year. If the school does not have the registration form, the student is not considered enrolled for the following year. Parents, guardians, or persons responsible for the payment of tuition are required to sign the form. Academic schedules for the following year will not be provided if this re-registration is not completed. ALL FEES ARE NON-REFUNDABLE.

Church Contributions

Tuition Plans are determined by Parish Status. Records are reviewed regularly. A Catholic parent of a Catholic child who contributes a minimum of \$365.00 annually to our parish, which amounts to approximately \$7.00 per week for a period of one year, may apply for Plan A Tuition.

Families on Plan A are “active members” of St. Francis Xavier Parish.

An “active member” of St. Francis Xavier Parish:

- Is properly registered and on the parish rolls.
- Faithfully attends Mass on Sundays and Holy Days.
- Participates in parish activities when possible.
- Uses the parish envelope system for donations.

Thank you for your sacrifices, dedication, and cooperation with regard to our Financial Policy. At St. Francis Xavier we are doing everything possible to provide a first-rate, affordable Catholic education for your child.