

All Saints Academy

Financial Policies



Academic Year

2016-2017

ALL SAINTS ACADEMY FINANCIAL POLICIES

2016–2017 SCHOOL YEAR

This document should be read and retained along with other school information. The provisions contained herein are an essential part of each parent's contract with their child's school.

All students registering in All Saints Academy must have met their tuition obligation for the 2015–2016 school year from any Diocesan Catholic Elementary School by June 30, 2016. Students may not attend classes the first day of school and subsequent days until all outstanding balances have been resolved.

In addition to the tuition rate that is set by the school, all students registering in All Saints Academy will be assessed a \$85.00 non-refundable registration/processing fee.

All students registering in All Saints Academy are required to complete and set up a tuition payment plan agreement with FACTS Management Company. Tuition Payment Plans through FACTS Management Company are automatic bank payments from your bank/credit union through a checking or statement savings account. FACTS Management Company also offers a MasterCard, Visa, Discover or American Express credit card option for tuition payments. Please note: There is a convenience fee charged by the credit card companies if you choose that method of payment. This additional fee will be added to your total tuition agreement amount.

The following tuition payment plan options are available to you:

- One (1) payment can be made either on the 5th or the 20th of the month of July 2016. No Fee
- Two (2) payments can be made either on the 5th or the 20th of the months of July 2016 and February 2017. \$10.00 FACTS payment plan fee.
- Ten (10) monthly payments can be made either on the 5th or the 20th of the month and are due beginning July 2016 and ending April 2017. \$45.00 FACTS payment plan fee.

All FACTS tuition payment agreements will conclude as of April 20, 2017 for the 2016–2017 school year as contracted. There will be no automatic tuition payment withdrawals through FACTS Management after April 20, 2017, regardless of any automated correspondence you may receive from FACTS. All FACTS tuition payment agreements with outstanding balances as of April 21, 2017 will be automatically terminated and the outstanding tuition balance will be due to the school in the form of a money order or cashier's check no later than April 25, 2017.

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Once you have signed up for your FACTS Management tuition payment agreement, there will be an immediate deduction of \$85.00 for the non-refundable registration/processing fee from the account you provided to FACTS Management. All Saints Academy will enter the tuition rate and finalize your agreement.

Once All Saints Academy has finalized your agreement, you will receive a confirmation notice regarding your tuition balance, payment date, and payment amount according to the plan you have chosen. Please keep in mind that any applicable Diocesan Tuition Assistance, Tuition Reduction Award, or Parish Aid will be applied after your FACTS Management tuition payment plan has been finalized and will not be reflected in your confirmation letter.

Please note: The above payment dates will automatically be adjusted if you register your child after June 1, 2016. All tuition payment plans will end April 20, 2017 as contracted with the final tuition payment withdrawal by FACTS Management on this date. Any student's tuition account in arrears after this date will not be eligible to receive awards from any Diocesan financial aid or scholarship program as well as any in house scholarship programs through the school in the subsequent school year 2017-2018.

In no event will a student be allowed to attend classes until they are successfully registered, by completion and payment of the registration/processing fee, and have a tuition payment plan agreement with FACTS Management that has been set up, is active, and is current. All Saints Academy reserves the right to request payment by money order or certified check when payment is being made on a delinquent, unresolved or inactive tuition account.

Payment Policies:

- Payment must be made using one of the tuition payment options offered by FACTS Management.
- Any payments made to FACTS Management by check, online or telephone must be made five (5) business days prior to the FACTS Tuition Management payment date in order for correct processing to take place.
- FACTS Management and All Saints Academy are not obligated nor required to defer any FACTS tuition payments scheduled per your request.
- Any request for changes to your FACTS tuition payment agreement once it has been finalized must be made through All Saints Academy.
- Payment Deferment—after two (2) requests to defer a payment has been made to your FACTS tuition payment agreement by either the Responsible or Authorized Party, there

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will be a \$25.00 Deferment/Processing fee imposed. This fee will be added to your tuition balance and added on the specific scheduled payment and will be processed accordingly at that time.

- All Saints Academy reserves the right to request payment by money order or certified check when payment is being made on a delinquent, unresolved, or inactive tuition account.
- Failure to make payments when due may result in the denial of a student's admittance to classes and exams and students will not be allowed to participate in school activities, sports or functions. Tuition accounts for all students must be current at the end of each academic quarter.
- A late fee of \$30.00 will be imposed to delinquent accounts after 15 days. This is in addition to any charges that are imposed by your bank/credit union, credit card and the \$30.00 missed payment fee by FACTS Management Company.
- A \$50.00 charge will be imposed for any check that is not honored by the bank/credit union on which it is drawn. This is in addition to any charges that are imposed by your bank/credit union and a \$30.00 missed payment fee by FACTS Management Company. For unresolved, inactive, or delinquent tuition balances, or after a personal check has not been honored by a bank/credit union, only a money order or a certified check will be accepted for payment. Returned checks are not re-deposited.
- Personal checks will not be accepted after April 21, 2017 as a form of payment for the 2016-2017 school year.
- Students who register after the beginning of the school year will be charged tuition according to the number of months attended. Any part of a month will be counted as a full month of attendance when determining the amount of tuition to be charged.

Delinquent Tuition Policies:

- Tuition accounts must be current and active at all times. Failure to make payments when due may result in the student not being admitted to classes, mid-term or final exams, and/or participation in extra-curricular activities including school activities, sports or functions. All Saints Academy reserves the right to request payment by money order or certified check when payment is being made on a delinquent, unresolved, or inactive tuition account. Failure to make payments when due may result in the denial of a student's admittance to classes and exams. Tuition accounts for all students must be current at the end of each academic quarter.

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Withdrawal/Transfer and Refund Policy:

- All Saints Academy must be notified in writing the student's withdrawal/transfer. This written notification, must be received five (5) business days prior to the scheduled date of your FACTS tuition payment plan agreement for withdrawal of funds from your account in order to stop payment.
- Refunds, if applicable, will be issued one (1) month after the date of withdrawal/transfer (as stated on the withdrawal/transfer notice).
- Registration/processing fee payments are non-refundable.
- Students who withdraw/transfer between July 1, 2016 and August 26, 2016 will be charged one (1) month of the total school year's tuition (based on ten (10) months). For example: if the total tuition for the school year is \$8,500.00; the charge will be \$850.00.
- Students who withdraw/transfer between August 29, 2016 and October 31, 2016 will be charged one quarter of the total school year's tuition (based on four (4) quarters). For example: if the total tuition for the school year is \$4,900.00; the charge will be \$1,225.00.
- Payment quarters end on the last day of October, January, March, and the last day of school. Any part of a quarter that a student is in attendance will be counted as a full quarter of attendance when determining the amount of tuition to be charged.

Financial Aid:

Please note the following:

- Financial or scholarship aid is contingent upon successful registration, completion and payment of the registration/processing fee, an active and current tuition payment plan agreement with FACTS Management, and completion and submission of a verified financial aid application through FACTS Grant & Aid Assessment, prior to the financial aid deadline of Monday, April 4, 2016.
- Pre-kindergarten students are not eligible to apply for or receive financial awards from any Diocesan or in house school scholarship programs.
- If you choose to apply for financial aid for your child, on Friday, February 12, 2016, the link for families to complete and submit a FACTS Grant & Aid Assessment application for

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financial aid will go live. Please follow the instructions that were included in your child's acceptance packet from the school.

- Monday, April 4, 2016, is the deadline for families to complete and submit a verified FACTS Grant & Aid Assessment application for financial aid. Parents that choose to submit an application after March 15, 2016, risk their application not being verified on or before April 4, 2016. All required supporting documentation must be submitted to FACTS Grant & Aid Assessment and not the school in order to verify your application status on or before April 4, 2016. Please follow their instructions regarding required supporting documentation, which can take up to two weeks to process upon receipt of necessary documents.
- Students with an outstanding tuition balance as of April 21, 2016 for the 2015–2016 school year will not be eligible to receive awards from any Diocesan financial aid or any in house scholarship programs through the school in the subsequent school year 2016–2017.

Diocesan Catholic Schools System Tuition Assistance Fund – This fund is used to allocate financial assistance to income eligible families based on the assessment of financial need from FACTS Grant & Aid and the availability of funding provided. Students in grades K–8 are eligible for these limited grants. For information on how to apply, deadlines, etc., please refer to the Registration Instructions and the Policies & Procedures for the Diocesan Catholic Schools System Tuition Assistance Fund, which have been included in your child's acceptance packet.

- The deadline for submitting a verified application for financial aid is on or before Monday, April 4, 2016. Applications are processed through FACTS Grant & Aid Assessment. The link to this application becomes available to you on February 12, 2016. Parents that choose to submit an application after March 15, 2016, risk their application not being verified on or before April 4, 2016. All required supporting documentation must be submitted to FACTS Grant & Aid Assessment and not the school in order to verify your application status on or before April 4, 2016. Please follow their instructions regarding required supporting documentation, which can take up to two weeks to process upon receipt of necessary documents.
- Financial aid is contingent upon successful registration, completion and payment of the registration/processing fee, and an active and current tuition payment plan agreement with FACTS Management, and the submission of the verified financial aid application through FACTS Grant & Aid Assessment, prior to the financial aid deadline of Monday, April 4, 2016. Applications submitted after Monday, April 4, 2016 will not be processed or considered.

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In-House Parish Tuition Assistance – In House Parish Tuition Assistance is available. The application form will be available at www.allsaintswebster.org or the school office. All families must complete and submit a verified FACTS Grant & Aid Assessment application on or before Monday, April 4, 2016 in order to qualify for any in house Parish tuition assistance. In house Parish tuition assistance are contingent upon the successful registration, completion and payment of the registration / processing fee, and completion of an active FACTS tuition payment agreement with FACTS Management and submission of a verified financial aid application through FACTS Grant & Aid Assessment on or before Monday, April 4, 2016.

All Saints Academy Tuition Assistance– Tuition assistance will be available for families with multiple children registered to attend All Saints Academy in the fall 2016. Families must demonstrate partial tuition payments. Tuition awards are funded through a generous donation of an individual who appreciates the value of a Catholic school education and wants to help families who cannot afford the full tuition.

Contact Information

All Saints Academy – Mrs. Heidi Hughes, Administrative Assistant – 508-943-0257

FACTS-Website – <https://online.factsmtg.com/signin/4KDHD>

FACTS-Parents Customer Service for tuition concerns – 1-866-441-4637

FACTS-Parent Customer Service for financial aid application concerns – 1-866-315-9262

Diocese – Susan Saucier, Director of Student Financial Services – 508-929-4323