



**TUITION PAYMENTS** For families choosing to make their payment in full by August 19, there will be a \$150 discount. Payment in full by September 2, there will be a \$100 discount per family.

**FINANCIAL AID** Financial aid is available to qualifying families with children in grades K to 6. Aid is determined by completing the financial aid application through FACTS Management. Financial aid is not guaranteed from one year to the next. Parents will be advised of any other grants as they are made available. • Parents/Guardians understand that should any of the information included in the application or any supporting documents be untrue, the school reserves the right to rescind the full amount of any tuition assistance and demand full payment of all tuition and fees. • Parents/Guardians understand that the full amount of any tuition assistance is contingent on the student completing the full school year. Should the student leave the school, for any reason, the full amount of tuition assistance could be rescinded, and the full tuition could be assessed and due.

**PAST DUE TUITION PAYMENTS** Tuition is considered late if payment is not made by the date designated on your FACTS payment plan. Should circumstances arise that may cause a delay in payment, SMS must be notified at least two days prior to the scheduled payment so rescheduling of the payment can be arranged. Any payment returned from your bank for any reason (invalid account, insufficient funds, etc.) will be rebilled to your account with a \$35.00 bank fee assessed by FACTS. Payment(s) 30 days past due: SMS will notify you by email that you have fallen behind. The school will make every effort to work with you to bring your payments back to the payment schedule selected. Payment(s) 60 days past due: you will receive written and verbal notification that your payments are behind and your child's continued enrollment at the school is in jeopardy. Payment(s) 90 days past due: Failure to bring your account current will result in your child being removed from the school, and your account being sent to collections. We understand that circumstances can affect tuition payments. SMS must be notified of any problems regarding unpaid tuition.

**SIXTH GRADE STUDENTS & STUDENTS NOT RETURNING** Student records, including report cards, will not be released until all tuition and/or fees are current. Sixth-grade students will not be allowed to participate in any graduation activities, nor will any of their records (including report cards) be released until all financial obligations to the school are paid in full. It is also Diocesan policy that future Diocesan schools be notified of any unpaid balances. This could jeopardize future enrollments.

**COLLECTION POLICY** SMS will make every attempt to work with families to have their tuition paid in full by the end of the current school year. If an amicable agreement cannot be reached SMS reserves the right to send the account to collection. SMS will notify the family/parent/guardian in writing. The collection agency will take the necessary steps to secure the funds on our behalf up to and including garnishment of wages, liens against property, etc

**PRO-RATED TUITION, SCHOLARSHIPS, REFUNDS** SMS understands that circumstances arise resulting in late enrollments or early withdrawals during any given month of school, this will result in the tuition being pro-rated on a weekly basis of attendance. A student enrolled for one day during the week is considered enrolled for the entire week. Discounts taken for tuition paid in full will be deducted from any refund of prepaid tuition.