

**St. Matthew Catholic School, San Antonio, Texas
2017-2018 Student- Parent Handbook**

TUITION

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INTRODUCTION

FACTS Tuition Management is the billing provider for tuition and incidental fees. Tuition agreements for the school year are sent to families through FACTS. Payment reminders will be emailed through FACTS (4) business days prior to the due date for families who signed up for email payment reminders.

Tuition and Fee Schedule rate sheets, which are available in the School office, and on the St. Matthew Catholic School website, provide details of the various charges, fees and discounts in effect for the school.

FACTS FAQs, which are available in the School Office and on the St. Matthew School website, provide more information on the FACTS Tuition Management Program at St. Matthew Catholic School.

TUITION DISCOUNTS

As a parish school and in recognition of the support received from the parish, St. Matthew Catholic School offers a parishioner discount for families meeting certain criteria. Contributions during the calendar year will be used to determine eligibility for the discount for the following school year. The criteria for a parish discount is:

- Be a registered parishioner of St. Matthew Catholic Church
- Attend Mass on a regular basis at St. Matthew Catholic Church
- Make financial contributions to the parish of at least \$500 annually (\$42/month) using parish provided envelopes*

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**The financial contribution of at least \$500 (annually) is based on envelope contributions to St. Matthew Catholic Church during the prior calendar year. The pastor or his delegate has the final responsibility to determine the parish status of a family with regard to all requirements noted above. Those families who do not meet the above qualifications for parish discount may, after consultation with the pastor or his delegate, be granted an exception and receive the discount. Families new to the parish are initially exempt from this policy in the calendar year they register at the school, but they are expected to comply with the above requirements beginning the following calendar year.*

Families with two or more students enrolled in St. Matthew Catholic School are eligible for a sibling discount. **This discount is not available for students in Pre-K.** Tuition and Fee Schedules show the parishioner and sibling discount rates and are available in the school office.

TUITION AND FEE PAYMENT OPTIONS

Families may select one of the following tuition payment plans in FACTS:

- **Annual Payment Plan** - Tuition for the entire school year due in July or at registration.
- **Semester Payment Plan** – 1st semester tuition due in July; 2nd semester is due in January.
- **11 Month Payment Plan** -Tuition paid in 11 equal monthly payments beginning in July through May.
- **10 Month Payment Plan** – Tuition paid in 10 equal monthly payments beginning in August through May.
- **Bi-Monthly Plan Starting in July** – Tuition paid over 22 equal payments beginning in July through May.
- **Bi-Monthly Plan Starting in August** – Tuition paid over 20 equal payments beginning in August through May.

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New families must pay all fees at the time of registration. Returning families must pay a portion of the Annual Fees upon re-registering and the remainder is billed in June. See the Tuition and Fee Schedule for timing of other fees. All registration fees are non-refundable.

Families may pay their tuition through FACTS by automatic payment from their checking or savings account or credit card. A 2.85% processing fee is charged by FACTS for the use of a credit card or debit card. There is no fee for payments through a checking or savings account.

TUITION DUE DATES

The tuition due dates are stated on the tuition agreement and on the payment schedule listed in FACTS. Families who have their tuition automatically deducted may select deduction dates on the 1st, 10th, 15th and 20th of the month in FACTS.

Families who are set up on an invoice plan and do not have their tuition automatically deducted have a due date on the 10th of the month. Tuition payments may be made online through their FACTS account or by calling FACTS at 1-866-441-4637 to pay over the phone. If mailing a payment, please include the Customer Number on the check, make payable to FACTS Management Co and mail to PO Box 2597, Omaha NE 68103. **Monthly payments due in May for graduating eighth grade students must be paid on or before May 20th.**

Payments will not be accepted in the office for tuition.

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INCIDENTAL FEES

All fees other than tuition are referred to as incidental fees in FACTS. Incidental fees will be due on the 15th of the month regardless of the tuition deduction date selected. Invoices for incidental fees will be sent at least 10 days prior to the withdrawal date and a payment reminder will be emailed (4) business days prior to the due date for families who sign up for email payment reminders. Incidental Fees include but not limited to the following:

- Registration fees listed on the Tuition and Fee Schedule
- After School Care
- Homeroom Fees
- Extracurricular Activities such as Cheer, Dance, Twirl, Music, Stem Club, Robotics, Fine Arts, Chess Club
- Ipad Insurance
- Tardy Fees
- Parent as Partner Hours

Families may pay their incidental fees through FACTS by automatic payment from their checking or savings account or credit card on the 15th of the month. Families who are not enrolled in Auto Pay for incidentals may pay their invoices for incidentals online through their FACTS account or by calling FACTS at 1-866-441-4637 to pay over the phone. If mailing a payment, please include the Customer Number on the check, make payable to FACTS Management Co and mail to PO Box 2597, Omaha NE 68103. A 2.85% processing fee is charged by FACTS for the use of a credit card or debit card. There is no fee for payments through a checking or savings account.

Payments will not be accepted in the office for incidental fee invoices.

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LATE AND RETURNED PAYMENT FEES AND POLICIES

Any returned payment is subject to a \$30.00 returned payment fee. FACTS will notify families of returned payments. For returned tuition payments, the notice will state the date the \$30.00 returned payment fee will be processed which is 5 business days after the returned payment date. The notice will also state the date on which the failed tuition payment will be rescheduled which is 15 business days after the original scheduled date (unless action is taken before the scheduled payment date).

For returned incidental fee payments, the \$30.00 returned payment charge and the failed payment will not be automatically reattempted by FACTS but families are expected to pay the fee online or by phone through their FACTS account by the due date.

Tuition and fees not paid by the due date will be charged a \$25.00 late fee. Late fees on automatic tuition payment plans will automatically process with the next tuition payment. Incidental late fees and late fees on tuition invoice plans are not automatic, but families are expected to pay the late fee online or by phone through their FACTS account by the due date stated on the notice sent by FACTS.

~~For returned incidental fee payments, the \$30.00 returned payment charge will not be automatically reattempted by FACTS but families are expected to pay the fee online through their FACTS account by the due date.~~

~~Tuition and fees not paid by the due date will be charged a \$25.00 late fee.~~

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PAST DUE ACCOUNTS

Archdiocesan Policy 4405 B, Delinquent Tuition and Fees Payment Agreement, describes the steps to be taken by the party responsible for tuition and by the school, when tuition and fees are delinquent. The Parent/Guardian must sign a statement indicating that the responsible party has received, read and agrees to the terms and conditions of this Archdiocesan Policy. See the document, Delinquent ***Tuition and Fees Payment Agreement Based on Archdiocesan Policy 4405 B***, in this folder, **Tuition and Fees** for the St. Matthew Catholic School policy and signature form. A student will not be allowed to register for the following academic school year unless all tuition and fees are paid to date or a payment contract signed.

Any reimbursements or payments due to families in past due status will be applied to their past due balance.

During the school year students will not be allowed to participate in field trips and/or school sponsored activities including, but not limited to, pep squad, dance team, twirling, cheerleading, music lessons and middle school sports.

Eighth graders cannot take part in special events and graduation exercises, nor receive any scholarship monies awarded through the school-sponsored scholarship awards which are presented at the graduation ceremony, until all financial obligations are met.

WITHDRAWAL PRO-RATION REFUNDS

Students withdrawing during the school year will be charged or receive a refund based on a **pro-ration** of their tuition (school days enrolled to school days scheduled.) Upon withdrawal, any balance applicable to the withdrawn student(s) will be deducted when computing any refund due.