



OUR LADY OF GRACE
CATHOLIC SCHOOL

"Expanding Minds. Growing Faith. Inspiring Service."

CURRENT FAMILIES, RE-ENROLLMENT IS NOT COMPLETE UNLESS THE ONLINE RE-ENROLLMENT IS COMPLETED, THE NON-REFUNDABLE DEPOSIT IS RECEIVED BY THE SCHOOL AND PAYMENTS ARE CURRENT IN FACTS MANAGEMENT. CLASS LISTS WILL BE COMPILED IN JULY 2018. FAMILIES MUST BE CURRENT WITH 2018-19 TUITION/FEEES.

NEW PROCEDURE FOR THIS YEAR - YOUR \$50.00 RE-ENROLLMENT DEPOSIT WILL BE PROCESSED THROUGH YOUR FACTS MANAGEMENT ACCOUNT WITHIN TWO BUSINESS DAYS AFTER COMPLETION OF YOUR ONLINE RE-ENROLLMENT, UNLESS YOU SEND THE SCHOOL THE DEPOSIT BY CASH OR CHECK WITHIN 48 HOURS OF COMPLETION OF YOUR RE-ENROLLMENT ONLINE.

PAYMENT PLANS THROUGH FACTS MANAGEMENT-Annual-one payment by July 5, 2018; Semi-annual - half by July 5, 2018 and half by January 7, 2019; 10 month plan-June 2018 to March 2019; 11 month plan-May 2018 to March 2019. Late re-enrollees must commence/catch up tuition/fees for 2018-19 on par with re-enrollees on the 10 month plan. There is a \$50 discount per student for annual payers who remit payment by the due date. Annual payers can be billed or can remit tuition/fees by ach debits (automated clearing house) from a bank account or credit card. Semi-annual and monthly payers must remit payments through ach. The family will be charged additional fees by FACTS Management if their payment is late or if there are insufficient funds in their account.

TUITION AND FEES POLICY

It is the expectation that families will stay current with their payments, because prompt payment of tuition/fees enables the school to promptly cover its own financial obligations. No student will be allowed to commence a school year if the family's account is delinquent. Our policy does not allow a student to continue attending classes if the family's account is three months in arrears. Also, if an account is delinquent, the school reserves the right to withhold report cards, high school placement forms and other school-generated documents. If a family is chronically delinquent during a school year, the family will be required to pay the entire following years' tuition/fees by July 5, 2018. If a family is experiencing extenuating circumstances and is not able to remain current with payments, the family must contact the business manager of the school as soon as possible. If the family is a member of one of the four covenant parishes they should contact the pastor or business manager of their parish for assistance.

Families not current with tuition/fees may re-enroll their child when their account is brought to current status, provided there is a spot for their student in the class. Open enrollment commences on March 1, 2018, and there is no guarantee that space will be available.

FACTS Management will process financial aid applications for parish aid (for parishioners only) and for the Archdiocese's Catholic Education Foundation scholarships (open to all students regardless of religious affiliation. Details at <http://catholicbestchoice.org/k-8-tuition-information/> deadline January 31, 2018). If a family is applying for financial aid for children enrolled in multiple schools only one application need be completed as long as the appropriate codes for each institution are entered. Likewise, a parishioner need complete only one application to be considered for parish and Archdiocesan financial aid. The deadline for parish aid is February 28, 2018.

In-Parish tuition/fees rate for "active parishioners": In the school handbook, the pastors have specified the requirements for a family to be considered "active parishioners". That status is granted by each parish at the commencement of the school year but may be revoked at any time by the parish if the requirements are not being fulfilled by the family on an ongoing basis. Should the status be revoked, the family will be responsible for paying the tuition/fees at the non-parishioner rate.