



# BLESSED SACRAMENT SCHOOL

## Tuition Policy

### TUITON PAYMENTS

For families choosing to make their payment in full by September 1<sup>st</sup>, there will be a 5% discount per family. For families choosing to pay their tuition in full by December 1<sup>st</sup>, there will be a 2.5% discount. This discount will apply to all families regardless of scholarships or financial aid.

### 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. Aid is the form of TAP A (Hope Appeal) and TAP C: Heritage Fund, Scuderi Fund, McDevitt Fund. Aid is also available through the Eagles Fund, which is a separate and distinct entity. The Eagles Fund Application can be found on the Blessed Sacrament School website. The qualifying requirement for the Eagles Fund is that you **MUST** also apply to 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 Should the student leave the school, for any reason, the full amount of tuition assistance could be rescinded, and the full tuition could be assessed and due.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 Tuition Payment Authorization Form. Should circumstances arise that may cause a delay in payment, the School Finance Manager must be notified immediately 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.

**Payment(s) remain 30 days past due:** the school 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) remain 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) remain 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.

**All accounts must be paid in full by June 30<sup>th</sup> of the current school year.**

We understand that circumstances can affect tuition payments. The school must be notified of any problems regarding unpaid tuition.



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### **6<sup>th</sup> GRADE STUDENTS & STUDENTS NOT RETURNING**

Student's records, including report cards and transcripts, will not be released until all tuition and/or fees are current. Sixth grade students may be in jeopardy of not being 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**

Blessed Sacrament School 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 Blessed Sacrament reserves the right to send the account to collection. Blessed Sacrament 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**

Blessed Sacrament 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.

### **SCHOOL CONFIDENTIALITY**

Blessed Sacrament Catholic School and the financial aid committee maintain strict confidentiality over financial aid files and will treat as confidential all financial information provided by families. Faculty and students are not informed of financial aid decisions. The school expects that the family will keep the same discretion regarding awards and decisions. Access to your FACTS online server records is restricted, and this information will only be available, to those individuals at Blessed Sacrament Catholic School or FACTS who are directly involved in the financial aid decision making process. Members of the Admissions / Business Office will be aware of financial aid award amounts. The identity of all students on financial aid will also be held in confidence.

### **PARENT CONFIDENTIALITY**

In return, we apply consistent standards and policies across many families. However, each family's circumstances are unique and award amounts are based on individualized analyses. Therefore, we ask that parents not share with others the particulars of awards received. When families share details of financial aid awards, false assumptions and expectations are often created. Willful breaches of this confidentiality agreement may require a review and potential repeal of financial aid awards.

Thank You,  
Tuition Committee