

ST. JOSEPH SCHOOL

Middle States Accredited

39 Gebhardt Road
Penfield, New York 14526
585-586-6968 Fax: 585-586-4619

TUITION COLLECTION POLICIES AND PROCEDURES

ACADEMIC SCHOOL Year Tuition Payments

St. Joseph Catholic School offers several payment options: All **NEW** families must file online with FACTS Management Program: www.factsmgt.com (See additional form with FACTS information.)

RETURNING FAMILIES only need to choose a payment option, a payment method and add any additional child/children who are enrolling for the first time.

PAYMENT OPTIONS (payment methods: electronic debit and credit card – please see FACTS tuition information sheet)

1. Payment in Full (due August 5th)
2. Semi-annual Payments (due August 5th and January 5th)
3. Ten Monthly Payments

LATE FEES

Payments received past the tuition due date will be assessed a \$25.00 late fee on the past due amount, and a FACTS returned fee of \$30.00.

RETURNED PAYMENTS

All bank fees will be passed on to your account for the return of a check (as when paying the registration fee) or direct debit decline.

DELINQUENT ACCOUNTS

Families one payment in arrears will be notified by the St. Joseph Catholic School Principal and Parish Finance Office as being PAST DUE. Report cards will not be distributed to students whose accounts are past due.

Families with an outstanding tuition balance two payments in arrears will be notified by the St. Joseph Catholic School & Parish Finance Office as being SERIOUSLY DELINQUENT. A written crisis notification will be provided to the families. The principal, pastor (as appropriate) will be notified of the seriously delinquent status. The crisis notification will alert the family that the student will not be allowed to attend classes beginning the first of the following month.

St. Joseph Catholic School & Parish Finance Office will pursue every avenue to obtain tuition payment, including collection agencies and legal options. School records will not be released until the outstanding tuition balance is paid in full, as well as any collection fees incurred.

PARISHIONER STATUS

Families are granted parishioner status by pastor authorization. The school principal does not have the authority to grant parishioner status.

Should a discrepancy arise regarding a family's parishioner status, it must be resolved through the parish. It is the responsibility of the family to resolve the discrepancy with the pastor, not the school principal.