



# ST. THOMAS MORE PARISH SCHOOL

*Reaching Minds · Touching Hearts · Shaping Souls*

## Tuition Policy

At St. Thomas More Parish School we believe that tuition payments are an investment in your child's education and the formation of their religious foundation. Tuition for St. Thomas More Parish School is approved annually by our School Board and the School's Administration. The following policies are in effect for tuition:

### Tuition Payment

All tuition payments are processed and received through FACTS Tuition Management per Archdiocese of Galveston-Houston policy. FACTS is contracted by St. Thomas More Parish School for administering our tuition program. There are several basic payment options. The tuition options are as follows:

1. Full Payment (one payment) – The entire tuition is due on or before July 2<sup>nd</sup>
2. Semi-Annual (2 payments) – Half of the tuition is due on or before July 2<sup>nd</sup> and December 3<sup>rd</sup>
3. Monthly Payments (12 payments) – Monthly payments are due on or before the 1<sup>st</sup> or 15<sup>th</sup> (based on your choice) of the month (June through May).

\*FACTS Tuition Management charges a 2.7% transaction fee for Debit/Credit card transactions.

### Late Payments

All payments are due on the selected due date. If payments are not received by the due date, a late fee of \$100 will be assessed. **Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify the PRINCIPAL or BUSINESS MANAGER in writing, so that adjustments to your agreement can be made.**

### Delinquent Tuition Balance

It is the policy of the School Board and Administration that all financial obligations to the school be kept in good standing for report cards, progress reports, grades and transcripts to be released. Students with a delinquent balance will not be allowed to participate in extracurricular activities and maybe denied access to the school.

### Late Registration

Tuition for students registering on or after the first day of school shall be prorated over the number of school days remaining according to a formula established by the Administration.

### Refund Policy

Any family that withdraws their student(s) from St. Thomas More Parish School, must notify the school as soon as possible in writing. If a student withdraws prior to the first day of school, the entire tuition will be refunded minus a \$200 service fee. After the first day of school tuition is not refunded for that month even if the student did not attend school that month. **ALL FEES ARE NON-REFUNDABLE.**