



Seton Catholic School Tuition and Finance Policy

The Board of Directors of Seton Catholic Schools, Inc. is committed to ensuring that a quality education, grounded in Christian perspective, is affordable for all families in eastern Indiana and western Ohio. This policy defines eligibility for tuition and fee rates, expectations for payment of tuition and fees, and a procedure for collection of delinquent accounts.

Parishioner tuition rates for Seton Catholic Schools, Incorporated apply to families that are active parishioners of the Richmond Catholic Community and who have students enrolled in the elementary school in grades K-6. Approximately 30% of Seton's annual budget is funded by parish financial support, therefore, it is essential that parish families participating in the school also attend Mass regularly and make weekly contributions to the parish to offset the difference in tuition rates. At both the Preschool/Pre-Kindergarten and the Junior High and High Schools, the distinction between parishioners and non-parishioners no longer applies; the rates are the same for all students.

Family involvement has a great impact on student success. A stewardship rate is offered for families that are able to make a commitment to being involved in the school. The number of hours will be defined on a yearly basis, and will be published along with tuition rates. If a family fails to fulfill their stewardship pledge, they will be ineligible for the stewardship rate in the following school year.

1. Definition of terms

- **Active parishioner:** One who is a registered member of the Richmond Catholic Community, regularly attends Mass, contributes time, talent, and financial resources to the parish.
- **Non-parishioner:** A member of a church other than the three parishes that comprise the Richmond Catholic Community.
- **Payment in Full:** All tuition and fees for the upcoming school year are to be paid on or before the close of the initial spring enrollment period. For those families enrolling after this date, payment in full is due upon the date of enrollment.
- **FACTS:** FACTS Tuition Management Program .
- **Stewardship rate:** Lower tuition rate available to all families who are willing to commit to a pre-arranged number of hours per family of stewardship.
- **Non-stewardship rate:** tuition rate available to families that are not able to commit to the number of stewardship hours needed to be eligible for the stewardship rate.

2. Obligation – Tuition Payment:

Payment in Full. Payment in full includes all tuition and fees for the upcoming school year. If payment in full is not received by the school on or before the published due date, then payment must be made through FACTS. Those families who do not pay in full by the spring enrollment deadline are required to enroll in FACTS and make all future payments through the FACTS program. Through FACTS, families authorize a

third party to make regularly scheduled automatic bank withdrawals from a valid checking or savings account, which are then transferred to the school in a timely manner.

If payment in full is not received by the spring deadline and the family has not enrolled in FACTS, then the child's enrollment for the upcoming school year will be cancelled and payments made to date refunded, with a service fee deducted.

Families who have defaulted in FACTS and who have not paid the current year's tuition obligation in full by June 15 of the same calendar year will have their FACTS enrollment cancelled. Their child's enrollment for the upcoming school year will also be cancelled. Any outstanding tuition balance must be paid in full prior to re-enrollment or enrollment for the new year.

3. Method of Payment

Payment in Full may be made in cash, by personal check, or money order. Checks should be made payable to Seton Catholic Schools, Inc. This option to pay the school directly is only available during the initial enrollment period, or at least three business days before a scheduled FACTS payment, in order to adjust the balance on your FACTS account appropriately.

FACTS is the only other method of payment approved by the Board of Directors of Seton Catholic Schools. Enrollment in FACTS takes place during the initial spring enrollment process. Student enrollment for the following year will not be considered to be complete without having tuition management in place. The tuition amount of the FACTS agreements will be adjusted to reflect any scholarships awarded or scrip rebates earned after those amounts are announced.

4. Tuition Collection Actions (Does not apply to Payment in Full option)

Upon enrolling in the FACTS program, families make a commitment to be financially responsible and abide by the program's tuition payment schedule. The payment schedule includes 11 equal monthly payments which start in July and run through May.

Defaulting on the FACTS program will result in the guarantor being notified to pay the balance in full, or meet with the principal within 10 business days to discuss the reason for nonpayment and either pay the past due amount or meet with a subcommittee of the Board to set up an acceptable alternative payment plan. If the guarantor fails to do so, then he/she is given another 10 business days to comply. Failing that, the student will be excluded from school; the account will be prorated to the date of exclusion and will be sent to a collection agency. If an alternative plan is accepted, the same procedure applies if payments are missed. Extraordinary circumstances will be considered by a subcommittee of the Board.

5. Delayed Payment

A parent/guardian experiencing severe financial difficulty, who is in danger of missing more than one payment, must contact the school principal to discuss the situation. This contact is imperative in our efforts to better manage the tuition collection process and to prevent any unwarranted collection action.