



CATHEDRAL HIGH SCHOOL TUITION ASSISTANCE POLICY (2019-2020 SCHOOL YEAR)

Through the generosity of alumni, parents and friends of the school, Cathedral is able to offer tuition assistance (financial aid) to families with demonstrated financial need. There are no scholarships given for extracurricular activities of any kind (i.e., no athletic scholarships are given to any student.).

Tuition assistance funds are limited and therefore will not cover the total cost of a Cathedral High School education. Assistance is offered to families with demonstrated need who adhere to our published time frames and guidelines. Families wishing to be considered for tuition assistance must apply on an annual basis. If families have more than one child enrolled at Cathedral, it is necessary to file only one form. If all children in the family are of school age, Cathedral encourages both parents to be employed outside the home unless there are extenuating circumstances. Whenever possible, students age 16 and over should share responsibility for their private education through summer employment and, to the extent possible, through part-time employment during the school year. There are a limited number of Work Study assignments available on campus. Final responsibility for tuition rests with parents, who, in the estimation of the committee, should to the extent they are able take steps necessary to assume financial obligation for their children's private education.

APPLYING FOR TUITION ASSISTANCE FOR THE 2019-2020 SCHOOL YEAR

STEPS IN THE PROCESS	IF YOUR STUDENT WILL BE A FRESHMAN DURING 2018-2019	IF YOUR STUDENT WILL BE A SOPHOMORE, JUNIOR OR SENIOR
<p>Apply Online for Tuition Assistance</p> <ul style="list-style-type: none"> Apply online via FACTS Grant & Aid Assessment (gocathedral.com/tuitionassistance for link) Cathedral's Institution ID is 17006. See note below regarding parents who are divorced, legally separated, or never married. 	<p>Available: September 15, 2018</p> <p>Early Deadline: December 31, 2018 (to receive tentative award with admissions decision in mid-February)</p> <p>Regular Deadline: February 15, 2019</p>	<p>Available: September 15, 2018</p> <p>Deadline: February 15, 2019</p>
<p>Submit Tax Documents to FACTS</p> <ul style="list-style-type: none"> Items needed: federal tax forms, W-2 forms, 1099 forms, schedules, etc. Submit personal tax returns and, if applicable, business tax documents. Do not send tax copies to Cathedral. See note below if you are filing an extension. 	<p>Submit 2017 tax documents by appropriate deadline:</p> <ul style="list-style-type: none"> December 31, 2018 if seeking a tentative award with admissions decision February 15, 2019 if applying by regular deadline 	<p>Submit 2017 tax documents no later than February 15, 2019</p>
<p>Receive Tuition Assistance Notification</p>	<p>Tentative award in February (with admissions decision) for families who apply for assistance and submit tax documents to FACTS by December 31</p> <p>Early April for families who apply for tuition assistance and submit tax documents to FACTS after December 31 but by February 15</p>	<p>Early April for families who apply for tuition assistance and submit tax documents to FACTS by February 15</p>

In the case of parents who are divorced, legally separated, or never married, Cathedral requires each household to complete the process outlined above so that the ability of each family to afford the cost of attendance can be assessed fully. Cathedral High School reserves the right to request supporting documentation including divorce decrees and custodial agreements.

Late applications will be processed in the order in which they are received, although tuition assistance is not guaranteed under these circumstances. Award decisions for late applications may not be processed in time to be provided by the dates shared above. The calculation of need for assistance from FACTS Grant & Aid Assessment serves as a guideline to help determine need, but **Cathedral is not bound by the figure generated by FACTS.** The distribution of tuition assistance adheres to guidelines for tuition assistance adopted by the Cathedral Board of Directors.



PRINCIPLES OF GOOD PRACTICE IN TUITION ASSISTANCE ADMINISTRATION

In keeping with Cathedral High School's commitment to NAIS and to our mission of access to and diversity within our school, the principles outlined below are followed in the distribution of need-based financial aid:

1. Cathedral High School does not discriminate in the administration of the tuition assistance policy because of race, color, religion, national origin or gender.
2. Cathedral High School recognizes that the primary responsibility for financing a student's independent school education rests with his or her family.
3. Cathedral High School strives through various publications and communication to provide students and families with factual information about the tuition assistance policy and procedure of the school.
4. The Vice President for Enrollment Management uses a uniform methodology to annually assess, in a consistent and equitable manner, each family's ability to pay for a Cathedral education.
5. The Vice President for Enrollment Management reserves the right to require additional documentation (tax return forms, custodial agreement papers between divorced parents) of family resources when determining financial need.
6. Cathedral High School does not use financial need as a consideration in determining a student's eligibility for admission.
7. Cathedral High School will continue to fund the student's financial need until graduation from Cathedral or until financial need no longer is demonstrated, provided the family fulfills requirements of application for tuition assistance in a timely manner each year.
8. The Vice President for Enrollment Management notifies recipients of the tuition assistance awarded by the tuition assistance committee and provides an appeal process for families requesting additional funding.
9. Confidentiality is a main priority of Cathedral High School with regards to all facets of the tuition assistance process.
10. Families must apply for tuition assistance on a yearly basis. Families with more than one student at Cathedral need file only one form. In cases of parents who are divorced, legally separated, or never married, each household must apply for tuition assistance.



TUITION PAYMENT POLICY

Cathedral High School is a tuition-based institution and, as such, is dependent on the timely collection of all tuition and fees.

The completion of the on-line registration process creates a contract between each family and Cathedral High School for the timely payment of tuition and fees. Each family agrees to the terms of this policy as they register on-line.

Cathedral High School has adopted the following tuition collection policies:

1. A copy of this policy is provided to all families on our website, in the “Important Messaging Section” of the Student Account Center, and in the annual online “Blue Book.”
2. Tuition is nonrefundable once a student begins a given semester. If a student withdraws for any reason after the start of a semester, the family is responsible for that semester’s full tuition and all fees.
3. The Business Office of Cathedral High School and Tuition Management Systems monitor all student related payments. In the event payments are not in compliance with the payment option selected by the family on behalf of the student(s), the Business Office will contact the family and attempt to ensure compliance.
4. If there is no resolution via a written agreement with the Business Office, the student will not be allowed to return to school. It may also result in progress reports and grade cards not being provided, transcripts not being provided to colleges, universities or other parties, denial of participation in graduation-related activities and/or diplomas not being awarded.
5. If, after a reasonable amount of time and effort, there are remaining balances due Cathedral High School and no separate written agreement has been reached for the past due amounts, the Business Office is required to send the unpaid account of the family to a collections attorney of the school’s choosing for full restitution including all costs of collection and attorneys’ fees.

FAILURE TO PAY TUITION IN A TIMELY MANNER IS UNFAIR TO THOSE WHO PAY PROMPTLY AND ADVERSELY AFFECTS THE FINANCIAL POSITION OF CATHEDRAL HIGH SCHOOL.