

ST. FRANCIS XAVIER CATHOLIC SCHOOL SYSTEM

SUMMARY OF TUITION BILLING POLICIES & PRACTICES

Effective 1-1-2019 and applicable until superseded

Financial Responsibility

The System recognizes the individual who registered the student and signed the Financial Responsibility Form as the financially responsible party for that student unless another individual assumes financial responsibility via written notice. One individual or one married couple must be identified as the responsible party for each student.

This provision is intended to clarify the contractual terms of each registration and in no way supersedes or supplants the provisions of federal and state law related to financial responsibility for services provided to a minor in the state of Wisconsin.

Payment Plans

The System has partnered with Smart Tuition to manage billing. Credit card payments may be made online with MasterCard, Visa, Discover or American Express (additional fees apply). ACH (electronic) payments can be established online with either a bank or credit card account. **ACH is the preferred method of payment.** Smart Tuition will also accept check and money order payments that are mailed directly to their mailing address.

Two payment plans exist for **tuition** (net of discounts):

1. Payment in full by June 30th (prior to the start of the school year). If payment is received in full by June 30th, an Early Payment Credit is available. The credit must be requested via a form designated for this purpose. The form, and more information regarding this credit, is available on the Xavier Catholic Schools website and at each campus.
2. Equal monthly payments from August to May (10 monthly payments). There is no penalty for pre-payment at any time during the year (i.e. paying the full first semester in August) or for beginning these payments as early as June in order to decrease the monthly balance due.

Participation **fees** and other fees that are billed throughout the year, including tuition applicable to additional high school credits, are due when billed.

Past-Due Consequences

Smart Tuition will charge a **monthly late fee (\$40)**, as disclosed in the terms and conditions attached to each account, to any account that is past-due.

Balances that are past-due may also be subject to usual and customary interest charges if the account is referred to a collection agency.

Participation in most fine arts, athletic and co-curricular activity is not included in tuition. Classes that result in college credit are also not included in tuition. Fees will be added to your Smart Tuition account as incurred. These amounts are due within the next billing cycle (college credit classes are split into 3 equal monthly payments). **Please Note: The opportunity to participate in activities for which there is an additional fee will be suspended for any student if the family account balance has been past-due greater than 60 days. This suspension is applicable, but not limited, to band, orchestra, choir, co-curricular or athletic activities, and college credit classes.**

Xavier Catholic Schools reserves the right to discontinue service to any student of a family that is past-due in its financial obligation to the System. No less than 15 days' notice will be given to the financially responsible party of this intent. Accounts that remain past-due for more than two months may be turned over to an attorney or collection agency for further action.

Please keep your account current throughout the year. If circumstances occur that affect your ability to pay, please contact our office immediately so that we can assist you in applying for an Angel grant or direct you to other resources.

Late Enrollment & Refunds: Prorating Tuition

Tuition and fees are evenly applicable to each week beginning with first week of school and ending with the last week of school for the current year (currently 41 wks). When a student withdraws or enrolls, tuition will be prorated on a weekly basis. If a student is in attendance for any part of a week, the total week will be included in the proration. If the student has received a tuition credit of any kind toward tuition, the credit will also be prorated in the calculation of the refund or the amount remaining due.

Refunds, if they apply, will be issued within 45 days of the receipt of a completed Withdrawal Form. Withdrawal Forms can be obtained at any campus, on the Xavier Catholic Schools website, or from central administrative offices.

If an overpayment exists as of May 31st and the student is enrolled for the subsequent year at a Xavier campus, the overpayment will be carried forward on the account and treated as a prepayment of future tuition due. However, if the student is not enrolled for the subsequent year at Xavier, the overpayment will be refunded to the financially responsible party on the account no later than June 30th of the same year.

Tuition Assistance & Scholarships

Please note that there are deadlines associated with all tuition assistance and scholarship applications; please see the Xavier Catholic Schools website or contact the office for these dates. Financially responsible parties are encouraged to apply for tuition assistance if needed. The System has a partnership with the FACTS Management Company to process assistance

applications and verify the financial information reported as part of that process. Applications must be completed online. The link is available on the Xavier Catholic Schools website via the Admissions menu. If you need assistance completing the application and/or you do not have access to a computer, please contact our central administrative office at (920) 735-9380.

Tuition Assistance is generally based on financial need. Financial need is defined primarily by the relationship of total Catholic school tuition to the size of the household and the gross income available to that household. Income is not the sole determining factor for tuition assistance awards. We encourage all families to apply for assistance on an annual basis. The application process is an annual requirement. Awards are subject to the availability of funds.

If a financially responsible party plans to receive assistance in paying student costs from another individual (parent, grandparent, etc.), the estimated amount of those payments must be reported on the FACT's application. If two parties apply on behalf of the same student, the student account will be credited for the assistance applicable to the financially responsible party only.

In addition to need-based tuition assistance, the St. Francis Xavier Catholic School System Foundation, Inc. offers a number of scholarship opportunities each year. Scholarship descriptions, as well as application links, can be found under Admissions on the Xavier Catholic Schools website. We strongly encourage you to apply.

Angel Grants

If the financial circumstances of the financially responsible party change during the course of a school year and you anticipate that you will be unable to maintain your Xavier account and/or continue to enroll your child in the System, please notify the VP of Finance and Administration as soon as possible. The VP of Finance and Administration will assist you in the process of applying for an Angel grant to provide one-time financial assistance to assist your family while you establish a "new normal". Angel grant applications are kept strictly confidential.

Lunch & Milk Program

The financially responsible party must **pre-pay** for student participation in the Lunch & Milk Program. When sending a pre-payment for the Lunch & Milk Program, please be sure to indicate the program clearly and the student to which the payment should be applied. Lunch & Milk Program payments should be made directly to:

St. Francis Xavier Catholic School System, Inc.
101 E. Northland Avenue
Appleton WI 54911

Lunch & Milk account activity can be monitored on PowerSchool or feel free to contact the central administrative office at any time to inquire about the balance remaining on these accounts.

If you believe you may qualify for the Wisconsin Department of Public Instruction Free and Reduced Lunch program, please contact the Finance Office. Lunch applications require an annual

application process unless you are Direct Certified by the Wisconsin Department of Public Instruction.

Before and After Care Programs

The Before and After Care programs are **NOT** part of your school tuition. These services are available to all families at the Elementary and Middle School levels and are an additional charge. Charges for this program varies, please see the Care Program handbook for further information for enrollment requirements. All Care charges are billed through your SMART tuition account and are due the month the charges appear on your account.

The Care program is NOT a part of the Wisconsin Parental Choice Program.

Use of this program is not a part of the school tuition. Continued use of Care requires regular payment of the charges. Failure to make payments will result in your child not being allowed to use the Care program.

Participation & Other Fees

Fees for other extra-curricular activities such as Athletics, Orchestra, Band, Clubs, Chorus, etc. will be charged to the student account on SMART Tuition when the student is confirmed as a participant in the activity and are due when charged to your SMART Tuition account. **Fees are not refundable** after final rosters are determined for the activity and they cannot be prorated if a student does not participate for the entire term or season.

Exceptions may be made if continued participation in the activity creates a compromised educational environment for the student, as determined by the campus principal or Superintendent.

NSF Fees

NSF fees are the responsibility of the payer and are due upon notification.

Additional High School Credits

High school students may earn up to 8.5 credits annually without incurring additional tuition charges. Additional credits may be purchased at a prorated tuition rate during the year (as published annually). Tuition for additional credit is not eligible for discounts or credits. These charges are billed upon enrollment of the student in a ninth or subsequent credit and are fully refundable, upon written notification of withdrawal, until the course begins. After the course has begun, tuition for additional credit is not refundable. Tuition for additional credit is due when invoiced.

Scrip Credits

More information regarding the Scrip Program is available via the Xavier Catholic Schools website. We encourage all families to participate in Scrip to take advantage of additional tuition credits for your students.

Parish Membership

Students who are enrolled in grades K – 12 and are registered members of an Appleton Catholic parish are billed for tuition at a discounted level (member rate). This is possible because those parishes assist in funding the St. Francis Xavier Catholic School System, Inc. Parish membership is verified with the parish at least once a year. If a parish does not have a record of the membership, the student’s tuition is billed at the non-member level.

In addition to the Appleton Catholic parishes, there are a number of regional partner parishes that support Xavier High School. High school students who are registered members of those parishes also receive the benefit of lower tuition (member rate). These parishes are noted below.

Middle School students coming from a regional parish school that does not offer their specific grade, will be eligible for the member rate at Xavier Middle School.

Students who are members of a Catholic parish that is not a subsidizing parish of Xavier Catholic Schools will be charged a non-member rate of tuition. However, after parish membership is confirmed, a 20% tuition discount will be applied to the tuition charge.

Xavier Partner Parishes in Appleton (grades K – 12)

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| Sacred Heart, Appleton | St. Bernadette, Appleton |
| St. Bernard, Appleton | St. Joseph, Appleton |
| St. Mary, Appleton | St. Pius X, Appleton |
| St. Therese, Appleton | St. Thomas More, Appleton |

Regional Xavier Partner Parishes (grades 9 – 12)

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| Holy Spirit, Darboy/Kimberly | St. Nicholas, Freedom | St. Edward, Mackville |
| St. Katharine Drexel, Kaukauna | St. Denis, Shiocton | St. John, Little Chute |
| Holy Cross, Kaukauna | St. Mary, Black Creek | St. Mary, Stockbridge |
| Most Precious Blood, New London | St. Mary, Greenville | St. Patrick, Stephenville |
| St. Paul, Combined Locks | St. Clare, Wrightstown | Ss. Peter & Paul, Hortonville |
| St. John – Sacred Heart, Sherwood | St. Gabriel, Neenah | St. Mary, Menasha |
| St. John the Baptist, Menasha | St. Patrick, Menasha | St. Margaret Mary, Neenah |

Xavier Catholic Schools encourages you and your family to participate as much as possible in your parish!