



RCS Tuition Agreement and Financial Aid Policies 2021 - 2022

Approved January 2021

A Catholic education is one of the most important investments you will make in the life of your child. Rochester Catholic Schools is committed to using resources wisely and working together to provide an excellent Catholic education with affordable tuition.

RCS Tuition Agreement

At the start of enrollment and each subsequent year, all families will be required to activate their personal account with the financial service company contracted by RCS. All tuition interactions will be processed through this service. Families will be provided with the RCS financial aid, appeal, unanticipated need, delinquent tuition, and early withdrawal policies to review. Documentation that the family agrees to these policies will be required prior to enrollment.

RCS Financial Aid Process

All requests for financial aid will begin with the Financial Aid Independent Review (FAIR) application process. Links for the application may be obtained from the RCS website or the Director of Admissions. The FAIR award recommendation is approved by the RCS Financial Aid Committee (RCS President, Lead Administrator, Director of Admissions) and is communicated to families by the Director of Admissions. The financial assistance award amount is activated in the family's tuition account.

Additional sources of financial aid include the Seeds of Faith Financial Assistance Program, financial aid scholarships from the Lourdes Foundation, the RCS Loyalty Grant, the RCS Referral Grant, the Rochester Catholic Parish Family Grant, Early Childhood Learning Scholarships, and the use of ShopWithScrip gift card program. Information about these programs can be found on the RCS website. Families are responsible for completing applications for additional sources of financial assistance. If help is needed to complete applications, please contact the Director of Admissions.

RCS Request for an Appeal to the FAIR Process

All requests for an appeal to the result of the FAIR award must begin by contacting the Director of Admissions and submitting an appeal form. Requests for an appeal will be reviewed by the RCS Financial Aid Committee. The appeal decision will be communicated with the Principal and the family. If an award is gifted, an adjustment will be entered into the RCS tuition system. Confidential reports (de-identified) on appeal requests will be periodically reviewed by the RCS Finance Committee. The RCS Board of Trustees will receive confidential financial summary reports as to financial aid awards, appeals, and transactions.

RCS Unanticipated Need for Financial Aid Process

In the event of an unanticipated need for financial aid (ie: family member death, change in employment, etc.), the family should begin by contacting the Director of Admissions. If a FAIR application was not previously completed, the first step is to submit a FAIR application indicating the unanticipated need for financial aid. The request will be reviewed by the RCS Financial Aid Committee. The decision will be communicated with the RCS family and entered into the RCS tuition system. Confidential reports (de-identified) on appeal requests will be periodically reviewed by the RCS Finance Committee. The RCS Board of Trustees will receive confidential financial summary reports as to financial aid awards, appeals, and transactions.

RCS Tuition Delinquency Process

If unforeseen circumstances lead to financial difficulties with an RCS family, we will strive to arrange an alternative payment plan. Families are responsible for immediately contacting the Director of Admissions in the event of an unforeseen circumstance to communicate the needs of the family. RCS will work with families; however, the RCS budget requires adequate cash flow to meet financial commitments. Families who fail to pay their tuition according to any agreement made with Rochester Catholic Schools, or who have been unwilling to make alternative arrangements, may not be allowed to re-enroll at the start of the next semester.

At 30 days of tuition delinquency, a past due notification will be communicated with the family. The family will have ten (10) days to fulfill their tuition commitment in full. Families are responsible for immediately contacting the Director of Admissions to resolve any outstanding balance.

At 60 days of tuition delinquency, a second past due notification will be communicated with the family. The building principal will be notified of the delinquency. The family will have ten (10) days to fulfill their tuition commitment in full. Families are responsible for immediately contacting the RCS Director of Admissions to resolve any outstanding balance. The Director of Admissions will contact the family to discuss the next steps in the tuition delinquency process.

At 90 days of tuition delinquency, families will be sent a certified letter by the RCS President, Lead Administrator, and Director of Admissions. The letter will state that the child(ren) will not be allowed to continue their education with the Rochester Catholic Schools at the start of the next semester unless the balance of the tuition account is paid in full. The family will be asked to secure a new school for the start of the next semester and the Principal(s) of the school(s) the child(ren) attend will be contacted to communicate the withdrawal at the start of the next semester.

Families desiring to re-enroll with RCS must have fulfilled their tuition commitments before acceptance for another semester in our schools. Families are welcome to apply; however, the balance of their tuition account must be paid in full, or an alternative payment plan has been approved by the RCS Financial Aid Committee before July 15th of the next academic year.

RCS Early Withdrawal

The cost of your child's education is a full school year expense. It is a commitment between your family and RCS. The RCS budget relies on your tuition commitment to support our spiritual ministry, academic excellence, faculty and staff salaries, classroom needs, and building maintenance. RCS have budgeted in anticipation of each student's full-year enrollment. As a result, RCS have specific policies regarding students who withdraw from the system.

Families withdrawing their child(ren) from RCS are required to provide written notification to the Director of Admissions and their Principal before the first day of the new semester. Families who withdraw their student before the end of the school year are held financially responsible to fulfill the tuition payments for the entire semester from which they withdraw. For example, if a student withdraws during the first semester, tuition from the entire first semester will be due. If the student withdraws during the second semester, tuition for the entire year will be due. Any fees are non-refundable. In the event of extenuating circumstances, and a withdrawal is necessary, a family may request an appeal to the withdrawal process. The withdrawal appeal will be reviewed by the RCS President, Lead Administrator and Director of Admissions. In a withdrawal appeal process, terms of the financial commitment will be at the discretion of RCS Leadership.

Withdrawal During the Summer of Academic Year

Applications for the upcoming school year become available in February. Upon applying, a family commits to RCS via a registration fee. This registration fee is non-refundable. Families that apply and then choose to withdraw their enrolled child(ren) after June 15th will be assessed a one month tuition fee per child.