



April 19, 2021

Dear St. Gabriel School Family,

Thank you for choosing to send your children to St. Gabriel the Archangel School, a National Blue Ribbon School of Excellence. It reflects your commitment to raise your child in the Catholic faith as well as your willingness to make an investment in your child's education. We strive to provide a best-in-class educational experience for your child. Please refer to the enclosed tuition and fee policies and rates which you may retain for your records. Our tuition rates include the following fees: instructional, cafeteria, technology, yearbooks, field trips, and ministry. **Please read the enclosed documents carefully to ensure that you are aware of all the changes.**

PLEASE NOTE – The following must be completed and returned by May 10th in order to avoid losing your placement in the program:

- Sign the 2021-2022 School Tuition Agreement and After School Enrichment Agreement (if applicable) and return both to the Parish Office. You can also email the signed form(s) to, schoolregister@stgabriel.net
- Access your FACTS account, review and update your information.
- Return your 2021-2022 Stewardship Intention Cards and be current on your financial pledge.
- Make sure your current school year tuition, cafeteria, and library account balances are up-to-date. Any payments owed delay registration and could jeopardize your child's placement in the program.

Thank you for choosing St. Gabriel the Archangel School, where we educate through the principles of faith, family, tradition and innovation, empowering all to soar with possibility. If you have any questions, please call the School Office at (502) 239-5535.

Sincerely,

Lara Krill
Principal



5505 Bardstown Road Louisville, KY 40291 (502) 239-5481

2021-2022 SCHOOL TUITION AGREEMENT

Financially Responsible Party Name _____

Address _____
Street City State Zip Code

Telephone _____
Home Work Cell

Email Address(es) _____

Student(s) First & Last Name	Grade K-8 (2021-2022)
1.	
2.	
3.	
4.	

TUITION RATES include \$405 in **non-refundable** fees: Instructional, Cafeteria, Technology, Yearbook, Field Trips, and Ministry.

2021-2022 Tuition Rates (Those not meeting Active Parishioner requirements select all others)

# Children	1	2	3	4
Active Parishioner	\$6,500	\$9,800	\$11,750	\$12,300
All Other Families	\$8,850	\$12,800	\$14,800	\$14,800

PAYMENT OPTION (SELECT ONE): All payments will be made using the FACTS tuition management system. A \$45 annual administrative fee will be charged by FACTS for all payment options. Payments made with a credit card will be charged a processing fee each time a payment is made as determined by FACTS. All families must have a valid FACTS payment account at all times.

- ☐ Full annual payment due to the office no later than July 23, or drafted through FACTS on August 2
- ☐ 10 equal payments (Aug – May) deducted through FACTS on the 15th of each month
- ☐ 20 equal payments (Aug – May) deducted through FACTS on the 15th and last business day of each month

TUITION POLICY INFORMATION: The financially responsible party signing this form understands and agrees to follow the *Tuition Payment and Fees Policy* and the *Delinquent Payment Policy* posted on the St. Gabriel School website. If multiple parties are paying for school tuition, a tuition agreement and FACTS account is required for all financially responsible parties.

X _____
Financially Responsible Parent/Guardian Signature Date

RETURN TO PARISH OFFICE BY MONDAY, MAY 10th



**2021-
2022**

Financially Responsible Party Name _____ Start Date: _____

Address			
Street	City	State	Zip Code

Telephone _____

Email Address(es) _____

PROGRAM CHOICE (\$25 registration fee required)	4-5 Days per Week	1-3 Days Per Week	Drop-In
ASE TUITION PER CHILD	\$2,800.00 Annually	\$2,050.00 Annually	\$30 .00 per Day
EARLY RELEASE PER CHILD	INCLUDED	COUNTS AS 1 DAY	\$35.00 per Day
DELAYED SCHEDULE PER CHILD	INCLUDED	COUNTS AS 1 DAY	\$35.00 per Day
Please Note: There is a \$150 discount per child off the total annual ASE for each child after the first child. (Does not include Drop-In.)			
OTHER ASE OPTIONS	Reserved (Non-Refundable)	Drop In (Non-Reserved)	School Cancellations (Non-Calendar)
FULL DAY CAMP (SCHOOL CALENDAR DAYS OFF) PER CHILD	\$35.00 per Day	\$50.00 per Day	\$35.00 per Day

ASE TUITION DESCRIPTION: Enrollment is for children in grades K-6 only. Hours of operation are from 2:45-6:00 PM on school days during the St. Gabriel School calendar year. Late Fees of \$1.00 per minute per child will be assessed for pickup after hours of operation. Full Day Camp must be reserved 2 days in advanced to receive the reduced rate. ASE program is only available for families who have paid the \$25.00 per child registration fee in advance. Children will not be able to attend any of the ASE programs if they are not registered. Please return this form by the May 10th deadline to guarantee a spot for your child.

Student First & Last Name	Enter Student Grade 2021-2022
1.	
2.	
3.	

PAYMENTS: All payments will be made using the FACTS tuition management system and charged according to the school tuition payment option selected on the School Tuition Agreement. Drop-In fees will be charged to your FACTS account on the 15th day of the month for the number of drop-in days used during the prior month. Payments made with a credit card will be charged a processing fee each time a payment is made as determined by FACTS. All families must have a valid FACTS payment account at all times.

TUITION POLICY INFORMATION: The financially responsible party signing this form understands and agrees to follow the *Tuition Payment and Fees Policy* and the *Delinquent Payment Policy* posted on the St. Gabriel Preschool website. If multiple parties are paying for ASE tuition, a tuition agreement and FACTs account is required for all financially responsible parties.

X _____
Financially Responsible Parent/Guardian Signature

Date _____

RETURN TO PARISH OFFICE BY MONDAY, MAY 10TH



SCHOOL, PRESCHOOL, and AFTER SCHOOL ENRICHMENT TUITION POLICY

This policy pertains to both St. Gabriel the Archangel School, Kindergarten through Grade 8, in addition to St. Gabriel Preschool, which includes, Preschool, Pre-K, Jr. K, and After School Enrichment.

Family Registration:

- Families will submit payment of a non-refundable registration fee, per child, in order to reserve their child's place in their specific program, for each school year.

Tuition Rates:

- The recommended tuition rates for the upcoming school year are approved by the Finance Council and presented to the School Board and Parish Council. They will be communicated to the parents after approval.
- Families with children in St. Gabriel Preschool have one standard rate depending on the number of weeks in attendance, and the time of pickup. Number of weeks in attendance is calculated according to the number of weeks remaining in the program (Full Year or School Year) upon entering the program.
- For accounts with school-age children, Kindergarten through Grade 8, there are two types of tuition rates: Active Parishioner and All Others. These categories are explained as follows:
 - **Active Parishioner Rate:**
 - An active member of St. Gabriel in good standing with a Stewardship Card on file, current on tithing and participating in Parish Time/Talent activities.
 - **OR** An active member of another Catholic parish in good standing, where there is no school, also current on tithing. An annual Letter of Good Standing from that parish is required.
 - Statements will be sent to families showing the tithing amount pledged and the amount paid to date. Families who are not current on their tithing will pay the All Others rate. Please see our website at www.stgabriel.net for information on automatic (ACH) deductions and online giving options available.
 - At least one parent is Catholic or has completed the Catechumenate Rite in order to become Catholic.
 - **All Other Rate:** This is the rate charged to families not meeting the qualifications for Active Parishioner.
 - Any exceptions may be brought before the Pastor and Finance Council for review and resolution.
- School Tuition rates include **NON-REFUNDABLE** fees in an amount stated on the tuition agreement. In the event a child leaves St. Gabriel during the school year, the remaining tuition due, less the non-refundable fees will be pro-rated to determine the tuition owed for the year. The tuition will also be pro-rated, less the non-refundable fees, if a child enters St. Gabriel School after the start of the school year. Attendance of one day or more in any month of the school year is charged in full for that month. In the case of Preschool, families will be charged for two weeks enrollment if less than two-week's notice is given before withdrawal of a child. The FACTs account of the financially responsible party will be charged the full amount due on the next scheduled payment date, or on the withdrawal date, if earlier.

Tuition and Fees Delinquency Policy:

- St. Gabriel has an approved Tuition and Fees Delinquency Policy that will be communicated to the school families each year by posting on the St. Gabriel website and also mailed to families annually in the Registration Packets.

Tuition Assistance:

- A communication will be sent to school families in November of each year to explain the process for applying for Tuition Assistance.
- All families are encouraged to apply for Tuition Assistance or Scholarship assistance from the Catholic Education Foundation, Inc. (CEF). Applications must be completed and submitted online through www.ceflou.org. A fee of \$30 is required and is the responsibility of the applicant.
- Tuition assistance may also be available to families facing hardship circumstances that arise during the year. In order to be considered for these funds, the responsible party must first submit an application to CEF. If the family has already filed a Tuition Assistance application, then they must submit an appeal form to CEF for additional funds. The Tuition Assistance application or appeal form must outline the family's involvement at St. Gabriel and the reason for the additional assistance request. The appeal form or Tuition Assistance application will then be considered for additional aid.
- St. Gabriel understands that circumstances are not predictable, and families should not hesitate to contact the Parish Finance Manager to discuss their need whenever it may arise during the year. Please see the *Delinquent Tuition and Fees Payment Policy* also for more information.

Completing Registration and Payment:

- Families must submit their completed registration packet by the designated date to avoid losing their placement in the program.
- All families must be enrolled in FACTS, our tuition management system, even if they will be making an annual payment; a valid payment account (either checking or credit card) is required at all times. Families may additionally make payments online to their FACTS account or submit checks to the Parish Office for payment, which will be posted to their FACTS account when received. Once a payment option is selected, payment due dates cannot be changed. Payment cycle selections are: Monthly on the 15th of the month; Semi-monthly on the 15th and last day of the month; or Annual payment. A \$45 FACTS administration fee will be charged by FACTS to all families.
- A pro-rated initial payment may be required for new families who register after the start of the school year.
- All families must submit the completed registration packet (including setting up a valid FACTS account) before their children can attend the program.



Delinquent Tuition and Fees Payment Policy

The success of St. Gabriel the Archangel Preschool and School relies upon the commitment of families to:

- Make Catholic education a financial priority
- Be involved in their children's education
- Make their tuition and fees payments on a timely basis

The school relies upon the tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it is a serious matter. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the Finance Manager or Pastor as soon as possible. Some examples of such circumstances may be a family emergency, such as illness or loss of employment. Failure to comply may impact your family's ability to get tuition assistance at a future date.

When payments are not made in accordance with the agreement the responsible party committed to in the FACTS program, the following steps will take place:

Returned Payment:

- When a payment is returned in FACTS, it will be re-attempted within two business days of the return. If the payment is successful upon re-attempt and the account becomes current, no further action is necessary. If the payment is returned again, the family must make a payment either online or by bringing in a payment within the next five business days. If this does not occur, then the 30 days past due policy will apply.
- **PLEASE NOTE:** A valid payment account must be set up on the FACTS agreement at all times. If a family is notified that their account is invalid, a new payment source must be set up within 5 business days. Once a payment source is selected, it cannot be changed unless there are extenuating circumstances: for example, if a credit card is lost or stolen, a bank account is compromised, there is a new financially responsible party, etc.

30 days past due:

- When an account becomes 30 days past due under the established agreement, the financially responsible party will receive a notification from FACTS. They will also receive an email from the finance manager. It is the responsibility of the family to contact the Finance manager to work out an agreement to correct the situation or make an acceptable alternate plan for payment.

- If the family does not contact the finance manager to correct the situation, then the following will take place:
 - Student(s) will not be allowed to participate in extended school, club, or organized trips.
 - Student(s) will not be allowed to participate in any CSAA athletic competitions or practices.
 - Student(s) will not be allowed to participate in any extra-curricular activities.

60 days past due:

- When an account becomes 60 days past due under the established agreement, the responsible party will receive written notice from the Finance Manager by email explaining the commitment and require immediate attention to the matter. In addition to this notification, the following will also take place:
 - Report cards and transcripts will be withheld until balance is paid in full, or an alternative plan has been approved.
 - Student(s) will not be allowed to participate in extended school, club, or organized trips.
 - Student(s) will not be allowed to participate in any CSAA athletic competitions or practices.
 - Student(s) will not be allowed to participate in any extra-curricular activities.
 - Student(s) will not be permitted to pre-register or to return for the following year until the balance is paid in full.
 - Report cards and transcripts will be withheld until full payment is made.

90 days past due:

- When an account becomes 90 days past due under the established agreement, the responsible party will receive written notice by email from the Finance Manager explaining the commitment and require immediate attention to the matter. In addition to this notification, the following will also take place:
 - The Finance Council will be informed of the past due account information.
 - Student(s) will be withdrawn from St. Gabriel Preschool, School, After School Enrichment and Athletics.
 - Report cards and transcripts will be withheld until full payment is made.
 - In conjunction with this delinquency, a collection agency may be used to collect the past-due amount.
 - The finance office of the Archdiocese of Louisville will be informed of the account delinquency.

St. Gabriel the Archangel Church encourages all responsible parties to maintain open communication with the Finance Manager to ensure a complete understanding of each family's financial circumstances. The goal of St. Gabriel the Archangel Preschool and School is to provide a Catholic education to every student that desires one. By working together, we can make sure this goal is met.

Policy is subject to change after annual review.



Tuition Management

FACTS provides flexible payment plan options to families at private and faith-based schools. Families can budget their tuition, making private school more accessible and affordable. Our process is simple, convenient, and secure.

To set up your FACTS agreement, visit your school's website and locate the FACTS link, or go to <https://online.factsmgt.com>

FACTS CONFIRMATION NOTICE

Once your information is received and processed by FACTS, you will receive a confirmation notice. This notice will confirm your payment plan information. Please check this information for accuracy, and contact your school or FACTS with any discrepancies.

Frequently Asked Questions

- **Is my information secure?**
Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit [FACTSmgt.com/Security-Compliance](https://factsmgt.com/Security-Compliance).
- **When will my payments be due?**
Your payment schedule is set by your school, and your financial institution will decide the time of day your payments are processed.
- **What happens when my payment falls on a weekend or a holiday?**
Your payment will be processed on the next business day.
- **What happens if a payment is returned?**
Returned payments may be subject to a FACTS returned payment fee. Watch for a returned payment notice for additional information.
- **How do I make changes once my agreement is on the FACTS system?**
Changes to your address, phone number, email address, or banking information can be made at Online.FACTSmgt.com or by contacting your school or FACTS. Any changes to payment dates or amounts need to be approved by the school and the school will then need to notify FACTS. **All changes must be received by FACTS at least two business days prior to the automatic payment date in order to affect the upcoming payment.**
- **What is the cost to set up a payment plan?**
If an enrollment fee is due, the amount of the fee is indicated when setting up your agreement. If applicable, the nonrefundable FACTS enrollment fee will be automatically processed within 14 days of the agreement being posted to the FACTS system.

FACTS CUSTOMER SERVICE

We are committed to doing all we can to provide you with the highest quality customer service in the industry. Whether you want to view your account online or speak with one of our highly trained customer service representatives, FACTS is dedicated to serving you. **To view your payment plan details, log in to your FACTS account at Online.FACTSmgt.com. Customer Care Representatives are also available to assist you 24/7.**