

ARCHBISHOP STEPINAC HIGH SCHOOL

FINANCIAL HIGHLIGHTS – INCOMING FRESHMEN / TRANSFER STUDENTS

You will receive a Student/Parent Handbook in the coming school year which carefully outlines all of the policies and procedures which will affect you over the next year. Please make sure you review it carefully. In order to make your financial transition as smooth as possible, we have outlined below the major aspects of our Financial Policy and Procedure which is summarized in your student /parent handbook.

When a student enrolls at Archbishop Stepinac High School, the parent(s) or guardian(s) assumes the responsibility of the timely payment of all tuition and fees. Parents/Guardians are expected to keep their payments of tuition/fees up to date so that the school may operate in a financially sound manner. Any questions about financial matters are always directed to the Finance Office.

- Annual tuition for the 2025-2026 school year is \$17,950. The **annual** Blackbaud Tuition Management administrative fee is \$40.00.
****Additional school, program and sport specific fees apply. The fee schedule can be found on the Stepinac.org website under Admission/Tuition tab****

1. Stepinac High School tuition is collected based on a ten month payment schedule.

- **Ten Month Payment Plan-** This requires an initial nonrefundable payment of \$1,835.00 at time of registration for incoming freshmen and transfer students. This represents one tenth of tuition, plus the annual \$40.00 Blackbaud Tuition Management fee. The remaining scheduled payments of \$1,795.00 will be due on the 15th of each month from August to April. If you have been awarded a scholarship or financial aid, payment at the time of registration will be one tenth of the annual tuition less one tenth of the annual amount of scholarship or financial aid plus the Blackbaud Tuition Management Admin fee of \$40.00.
- **Electronic debits are required for all incoming freshmen and transfer students. Note: A 2.65% platform fee will be assessed for the use of credit cards. Beginning with the 2025-2026 school year, there is a ACH platform usage fee for all debit card and electronic bank account transactions. The usage fee is 1% plus .30 cents per transaction with a maximum fee of \$2.50. Tuition / fee payments of any kind are not accepted at the school.** Past due accounts will be charged a nonrefundable late fee of \$50.00 after the 15th of the month. Other penalties as described in the student handbook including Financial Suspension may also be invoked after the 15th and are outlined under #4.
- Scholarships / Financial Aid once approved will be deducted from your 10 payment plan bill equally over the remaining billing months. If you receive a tuition bill from Blackbaud that does not reflect the expected Scholarship / Financial Aid package please pay what you consider to be the correct amount and contact us immediately. **Non-payment by reason of a contested bill is prohibited.**

2. **Billed fees are nonrefundable:** Fees will be billed and paid directly through Blackbaud. The fees will appear on your monthly bill as separate items. All billing inquiries should be directed to Blackbaud Tuition Management at 1(888) 868-8828.

3. **Annual School Raffle:** Each student must participate with a minimum of \$100 in the Raffle fundraiser. A detailed e-mail will be sent by Mr. Carty explaining the raffle procedures, prizes and incentives.

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4. **Penalties for late payments of tuition and fees:** If tuition and/or fees are past due at any time, the school reserves the right to discontinue educational services and/or sports activities. Students who owe money to the school:
 - Cannot participate in any field trip
 - Cannot receive a school ring or yearbook
 - Cannot attend the Junior or Senior Prom or the Europe trip.
 - Cannot participate in the Graduation Ceremonies, receive a diploma, nor have transcripts sent to colleges
 - Cannot receive report cards
 - Cannot receive a 2nd semester schedule
 - If transferring, records will not be sent to new school
 - Families with consistent delinquency issues as deemed by the school will be reviewed with respect to the continuation of any financial aid or scholarship
 - Students who fail to satisfy their financial obligations to Stepinac by April 15th will not be allowed to participate in re-enrollment activities for the following school year.

5. **Termination of Contract by Parent/Guardian**
 - a. **Notice Requirement:** The parent/guardian may terminate this contract by providing written notice to the school at least 10 days before the end of a term. The notice must be submitted to the school administration and should include the reason for termination.
 - b. **Non-Refundable Tuition:** Tuition for the month of termination is non-refundable. Any prepaid tuition for subsequent months will be refunded on a prorated basis, minus any applicable fees, provided the termination notice meets the required notice period.
 - c. **Withdrawal Procedure:** Upon termination, the parent/guardian must complete the official withdrawal procedure as outlined by the school, including returning any school property such as textbooks, uniforms, and equipment.

6. **Termination by School**
 - a. **Academic Standards:** The school reserves the right to terminate this contract if the student consistently fails to meet the school's academic standards, despite interventions and support provided by the school.
 - b. **Code of Conduct Violations:** The school reserves the right to terminate this contract if the student repeatedly violates the code of conduct, as detailed in the Student Handbook. This includes severe or repeated disciplinary issues that disrupt the learning environment or endanger the safety and well-being of other students and staff.
 - c. **Non-Payment of Tuition:** The school reserves the right to terminate this contract if tuition payments are not made on time. A written warning will be issued if payment is overdue by more than 30 days. If the payment is not received within 5 days after the warning, the student will be suspended from classes and school activities until the account is settled. Continued non-payment will result in termination of the contract.
 - d. **Other Grounds for Termination:** The school reserves the right to terminate this contract for other significant reasons, including but not limited to providing false information during the enrollment process, severe breaches of school policies, or actions that bring the school into disrepute.