



## St. Joseph's Collegiate Institute Tuition Policy

Payment of tuition and fees is a contractual agreement since St. Joseph's Collegiate Institute depends upon these payments to meet the financial commitments of the school. In return, St. Joseph's Collegiate Institute provides a Lasallian college-preparatory education, a dedicated faculty, robust opportunities for extracurricular activities, and a state-of-the-art facility.

### Payment Plans

St. Joseph's Collegiate Institute has partnered with FACTS for the collection of tuition. All families must pay through FACTS. Tuition payments can be made in one, two, four or 10 installments directly from a bank account or by credit card. Payments begin in June.

### **THE ONLY ACCEPTABLE PAYMENT METHOD IS THROUGH FACTS.**

1. If a student's tuition is in arrears, the student will be placed on tuition hold or be asked to withdraw from school until the amount in arrears has been paid. Exception is made if both the parent and the school have agreed upon a written, deferred plan for payment. It is the parent's responsibility to initiate the request in due time without notification from the school. Tuition hold means that transcripts will be held, and the student will not be allowed to participate in athletics or extracurricular activities.
2. No student may start school in September unless all tuition and fees owed from the previous year have been paid. This policy is automatic and is applied without special reminder or notification.
3. Deferred plans will be approved only in those instances where a genuine need is evident and income will be definitely available at a known time later in the school year to meet the tuition obligation.
4. The school reserves the right to withhold educational services for students unless financial obligations have been met. This includes administering and scoring of mid-term and/or final examinations, certification of graduation, limiting access to PowerSchool, and issuing of transcripts.
5. St. Joseph's Collegiate Institute depends upon student enrollment numbers when estimating expenses and evaluating appropriate staffing requirements. Consequently, our tuition refund policy upon withdrawal is as follows:
  - If a withdrawal of a newly registered student (incoming freshman or transfer student) occurs prior to **August 1**, the parent/payer is responsible for the non-refundable deposit of \$525.
  - If a withdrawal or expulsion occurs on or after **August 1**, or at any point during the Fall Semester, the parent/payer is responsible for 50% of the annual tuition and 50% of all fees.
  - If a withdrawal or expulsion occurs at any point during the Spring Semester, the parent/payer is responsible for 100% of the annual tuition and 100% of all fees.
6. St. Joseph's Collegiate Institute has a continuous enrollment policy. Once a student enrolls, enrollment shall renew automatically for each successive academic year until graduation from St. Joseph's Collegiate Institute unless or until this agreement is terminated by St. Joseph's Collegiate Institute for academic or behavioral reasons in accordance with the St. Joseph's Collegiate Institute Student Handbook or official written notice is received prior to the first day of school by the parent or legal guardian.

*St. Joseph's Collegiate Institute transforms the lives of students from diverse backgrounds through academic excellence and care for the whole person in a respectful, Lasallian Catholic community, developing each student's unique talents in preparation for college and life.*