Seton Catholic School Tuition and General Fee Policy
(Updated 01-24-24)

Seton Catholic Schools, Inc. is committed to ensuring that a quality education, grounded in Christian perspective, is affordable for all families in eastern Indiana and western Ohio. This policy defines eligibility for tuition and fee rates, expectations for payment of tuition and fees, and a procedure for collection of delinquent accounts.

Definition of Terms

- **Payment in Full:** If you chose to pay your tuition balance in full, all tuition and fees for the upcoming school year are to be paid on or before the close of the initial spring enrollment period. For those families enrolling after this date, payment in full is due upon the date of enrollment.
- **FACTS:** FACTS Tuition Management Program is the program we use to maintain tuition agreements.
- **Tuition:** fees charged by Seton Catholic for instruction or other services.
- **General Fees:** Include but not limited to cafeteria, after school care (ASC), athletics and technology.

TUITION

1. **Obligation - Tuition Payment Options: Payment in Full or FACTS Agreement**

   Payment in Full (Cash or Check)

   - Payment in full includes all tuition and registration fees for the upcoming school year. Payment in full may be made in cash, by personal check, or money order. Checks should be made payable to Seton Catholic Schools. This option to pay the school directly is only available during the initial enrollment period. If you would like to pay in full, but use a credit card, you must do that through FACTS.
   - If payment in full is not received by the school on or before the published due date, then payment must be made through FACTS. Those families who do not pay in full by the spring enrollment deadline are required to enroll in FACTS and make all future payments through the FACTS program. Through FACTS, families authorize a third party to make regularly scheduled automatic bank withdrawals from a valid credit card, checking or savings account, which is then transferred to the school in a timely manner.

- If payment in full is not received by the spring deadline and the family has not enrolled in FACTS, then the child's enrollment status for the upcoming school year will be determined at the discretion of the administration.

FACTS is the only other method of payment approved by the Seton Catholic School Commission. Enrollment in FACTS takes place during the initial spring enrollment process. Student enrollment for the following year will not be considered complete without having tuition management in place. The tuition amount of the FACTS agreements will be adjusted to reflect any scholarships awarded or Scrip rebates earned after those amounts are announced.

FACTS Agreement -Options

- Upon enrolling in the FACTS program, families make a commitment to be financially responsible and abide by the program's tuition payment schedule that they have chosen. Options are :
    - Monthly payments - 11 equal monthly payments which start in July and run through May
    - Two Semi Annual Payments - 2 payments which can happen in July and January or August and January
    - Payment in full that can only happen in July or August
- FACTS agreements will be evaluated by administration on a regular basis.

2. Delayed Payment or Defaulting on FACTS Agreement

- A parent/guardian experiencing severe financial difficulty, who is in danger of missing more than one payment, must contact the school principal or enrollment manager to discuss the situation. This contact is imperative in our efforts to better manage the tuition collection process and to prevent any unwarranted collection action.
- Defaulting on the FACTS agreement results in the guarantor being notified by administration to pay the balance in full or meet with administration to discuss the reason for nonpayment and either pay the past due amount or set up an acceptable alternative payment plan. If the guarantor fails to do so, then he/she is given 10 business days to comply. Failing that, the student will be excluded from school; the account will be prorated to the date of exclusion, and balance due is subject to being sent to a collection agency or small claims court. If an alternative plan is accepted, the same procedure applies if the payments are missed. Extraordinary circumstances will be considered by the administration.

3. Withdrawal Fee

- An Opt-Out deadline date will be set yearly by administration. If you choose to withdraw after the Opt-Out deadline, you will be assessed a fee of 15% of the upcoming school year's tuition. Exceptions will be made for families who move 50 miles or further from the school, or if the student's educational needs can no longer be met by Seton Catholic as determined by SCS administrators. Special circumstances will be considered by school administration.
- If applicable, a prorated tuition amount that had been paid in advance will be based on months of attendance rather than individual attendance days. Students transferring on or after the first of the month will not receive a refund for that month. Any outstanding fees (including but not limited to ASC, cafeteria, late withdrawal fee) will be deducted from the prorated tuition refund.
- Transcripts and/or diplomas will not be released until all financial obligations to Seton Catholic Schools have been met.

GENERAL FEES

1. Cafeteria

- All lunches shall be **prepaid** by the student's family either by online payment, check, or cash delivered to the school in an envelope clearly marked with the student name, grade level, and amount.
- Credit and debit cards may be used only for online payment.
- Families are notified weekly of delinquent lunch accounts via automated email reminders.
- Delinquent lunch accounts will be reviewed on a regular basis by school administration. Failure to bring a student's lunch balance to zero or positive can result in the student's exclusion from the school hot lunch program. The student will be required to bring a sack lunch until his/her past-due amount is paid in full and the account is funded for future lunch purchases.
- At the conclusion of each school year, any negative lunch accounts must be paid in full by the last day of school. Failure to do so can affect the student's enrollment status for the upcoming school year. Student records and/or diplomas will not be released until the family has satisfied all of their financial obligation to Seton Catholic Schools.
- Seton Catholic Schools reserves the right to collect any balance due through legal process.

2. Student Care Program (Before/After School Care, Summer Camp)

- Seton Catholic Student Care Program is a **prepaid** service. Funds may be added either by online payment, or check or cash delivered to the school in an envelope clearly marked with the student name, grade level, amount and clearly marked "Student Care Program".
- Credit and debit cards may be used only for online payments.

- Seton Catholic Schools is inclusive in the Student Care program and understands that unexpected situations may arise for a family which may require a student to attend the Program without notice. We welcome those students and families to utilize the Program as needed. Payments should be made within the same week as the service is utilized.
- Families are notified weekly of delinquent Student Care Program accounts via automated email reminders.
- Delinquent Student Care Program accounts will be reviewed on a regular basis by school administration. Failure to bring a student's balance to zero or positive can result in the student's exclusion from the Student Care Program until his/her past-due amount is paid in full and the account is funded for future attendance.
- At the conclusion of each school year, any negative Student Care Program account must be paid in full by the last day of school. Failure to do so can affect the student's school enrollment status for the upcoming school year. Student records and/or diplomas will not be released until a family has satisfied all of their financial obligation to Seton Catholic Schools.
- Seton Catholic Schools reserves the right to collect any balance due through legal process.