

Immaculate Heart of Mary School

Tuition Policy

The purpose of this notice is to clarify the current tuition policy regarding the manner in which tuition payments are required to be handled and make it easier for the families responsible for tuition payments to plan their strategy for meeting their tuition responsibilities.

1. All arrangements for tuition **MUST** be made prior to the first day of the school year or the first day of the student's attendance at Immaculate Heart of Mary School.
2. Arrangements for the payment of tuition for Immaculate Heart of Mary School can be made either by payment in full prior to the beginning of the school year (the first day of the student's attendance) or by establishing an account with FACTS Tuition Management Company (link provided at IHM website www.ihm-ky.org). These are the ONLY two methods available for handling tuition at Immaculate Heart of Mary School. Assistance with establishing accounts at FACTS Tuition Management Company will be provided if requested. If no tuition arrangements are made prior to the first day of the school year, the student(s) will not be allowed to attend IHM School.
3. Tuition Assistance must also be requested yearly through the FACTS Grants and Aide website (link provided on the IHM website www.ihm-ky.org) prior to the beginning of the school year. This is necessary so that the information can be downloaded from FACTS Grants and Aide and provided to the IHM pastor for consideration. All requests for tuition assistance should be into FACTS Grants and Aide no later than June 30th. Families granted tuition assistance will be notified once the assistance decisions are made before the beginning of the school year. **Note: The amount of Tuition Assistance is limited and is only granted for one school year.**
4. All payments on agreements made with the FACTS tuition management company must be kept timely or a \$25 late payment fee will be assessed. Additionally, any FACTS tuition account that is two or more payments behind **MUST** be brought current or risk having the student removed from school. Responsible parties are urged to be prepared to remove their student(s) from Immaculate Heart of Mary School if it becomes financially impossible for them to meet their obligations for tuition. Communication with the IHM Finance Manager is required when situations of this nature arise so that, if possible, appropriate arrangements can be made to allow for the student(s) to continue to attend Immaculate Heart of Mary School.

(Over)

Tuition Policy (cont'd)

5. All Tuition, Aftercare, ASR, Lunch and Library fees **MUST** be paid in full prior to the end of the school year. Failure to do so will result in the withholding of final grade reports/diploma's and the student may be prohibited from attending any Catholic school until the payments have been received. Diocesan Policy P5113 states "No official transcript or diploma will be released from any elementary or secondary school in the Diocese of Covington until all tuition and fee accounts are judged by the local authority to be current or paid in full. Prior to official enrollment of a student transferring from another elementary or secondary school in the Diocese of Covington, the local authority of the receiving school shall verify that tuition and fee accounts are judged current or paid in full by the school of last attendance".