

St. Peter Prince of the Apostles Catholic School

2019-2020 Delinquency Policy

Registration, Fees, PTC Dues and Tuition rates are reviewed by the School Council and set each December-January for the following academic school year. Tuition agreements are based on 10 or 12-month payment plans and must include a parent's Social Security number and current address and phone number. The registration payment is due at the time of registration for both new and returning students. Fees and PTC Dues are also due at the time of registration for new students. Fees and PTC Dues for returning students are due by August 1, 2019. All registration, fees, PTC Dues and tuition are non-refundable. This is clearly stated on the Enrollment documents and Tuition Agreements. Signing the Tuition Agreement indicates acceptance and obligates the parent to tuition payments for the academic school year.

Tuition, either collected in monthly installments or pre-paid for the year, is non-refundable. Refund requests based upon financial hardships are to be directed to the Principal. Any decisions regarding refund requests are at the discretion of the Principal.

Tuition, After School Care and other incidentals must be paid in a timely manner and kept current to remain in good standing. It is the policy of St. Peter Prince of Apostles School to manage tuition accounts in a fair and timely manner in order to ensure the financial well-being of the school.

- All Tuition and incidental payments require a FACTS Payment Plan Agreement with your preferred payment method (ACH/Credit Card) provided. See FACTS Flexible Payment Options and FACTS Tuition Management Policy.
- Tuition payment is due on the 1st or 15th of each month beginning in July (for 12-month plan - ends in June) or August (for 10-month plan – ends in May).
- If adjustments to scheduled tuition or incidental payments need to be made, you must contact FACTS at (866)412-4637 within two business days for the change to be put into effect.

Both the Archdiocese of San Antonio and St. Peter Prince of the Apostles Parish have limited funds available for Tuition Assistance for families in need or in a crisis situation. Hope for the Future Tuition Assistance can be applied for through the Archdiocese of San Antonio at <https://www.archsa.org/hope/apply-now>.

NON-PAYMENT

- A Late Fee of \$20 will be incurred after seven (7) days of non-payment for a scheduled tuition and/or incidental payment.
- A Late Fee of \$35 will be assessed after seven (7) days for non-payment of a scheduled After School Care payment.
- All NSF Bank Draft or Credit Card transactions will result in a \$30 fee.
- **When a family experiences unusual or unforeseen circumstances it is appropriate to call the Accounts Manager at least five business days before an anticipated missed payment so special arrangements can be made with administration (Business Manager/Principal).**
- **Students are withdrawn from St. Peter Prince of Apostles School on the first day of the second month when tuition is not paid or if a written payment agreement has not been made; re-enrollment charges will apply for returning students. Prior balances for tuition and incidentals must be paid in full prior to re-enrollment.**
- **Students are not able to participate in the After School Care program on the first day of the second month when After School Care is not paid or if a written payment agreement has not been made; Prior balances for After School Care must be paid in full prior to re-entry into the After School Care program.**
- Access to RenWeb report cards and records is removed when financial obligations are not met.
- Diplomas, grades, transcripts and report cards are released only after all prior balances for tuition and incidentals has been paid in full.