

Tuition & Fee Policy: 2022-2023 School Year

The operation of Holy Family Catholic School is primarily tuition-driven; therefore, parental commitments to their tuition and fee obligations are crucial to the school's continued operation and vitality. The tuition and fees for Holy Family Catholic School are examined and determined annually by the Finance Council.

As it is the responsibility of the Administrator and Pastor to ensure that adequate financial resources are available for the school, tuition is determined each year based upon the funding needed to operate the school. Affordability for families is also a significant consideration. In-Parish families are expected to be at Mass every Sunday, participate in Parish events, and are asked to contribute to the Parish financially.

Holy Family is blessed with a healthy Educational Endowment providing a revenue source for the Holy Family Catholic School to remain in operation. Many generous parishioners continue to donate to this fund.

Tuition and fee revenues cover approximately twenty percent of the school's budgeted operating revenue. Holy Family Parish provides another twenty percent with an additional forty percent coming from the Educational Endowment Fund. Thus, the additional revenue needed to fund the other twenty percent must come through fundraising and donations.

The following policies are in effect for tuition and fees:

Tuition & Fees Payments

There are many basic payment options to make tuition & fee payments. All tuition payments are received and processed through Finance Office. Examples of payment plans are as follows:

- 8-month Payment Plan – plan begins in September 1st and ends April 1st, payments are due on the 15th of each month
- Tri-Year Plan – Three equal installment payments, plans to begin September with 2 other payments due in December and March on the 15th of each month.
- Annual Payment – payment must be received in full by April 15th, the family must notify the Finance Office when payment will be received.

Late Payments

All families are responsible for satisfying their tuition obligation to Holy Family Catholic School on a timely basis. All payments are due on the date as indicated on your enrollment agreement. At this time, Holy Family Catholic School does not charge late fees as long as the Finance Office is notified of when payments will be received.

It is the family's responsibility to notify the School Office if special circumstances arise thus making it difficult to meet tuition and fee obligations. Special arrangements and/or adjustments to the family's original payment agreement may sometimes be required. Alternative financial arrangements must be made in writing by the family and agreed to by the Pastor prior to implementation.

Tuition Delinquency

At this time, Holy Family Catholic School does not charge late fees as long as the Finance Office is notified of when payments will be made. Late payments affect the Schools ability to pay the School Staff and bills in a timely fashion.

Registration Fee

All families will be required to pay a non-refundable registration fee of \$100 along with the registration form. If the school does not have the registration form and the fee, the student is not considered enrolled for the upcoming school year. This registration fee will no longer be applied toward tuition.

Book Bill Fees

Holy Family keeps tuition low by charging families for the actual cost of the consumable workbooks purchased for the 4K to Grade 7 students to use during the school year. Hardcover textbooks are rented from the school. A religious consumable workbook is also purchased for each student from the Pre-K Program to Grade 7 and charged at cost to the families.

Fundraising and Volunteer Hours Obligation

As tuition does not cover the full cost to educate a child at Holy Family Catholic School, each school family is required to participate as it helps meet the budgetary requirements for the cost of each student and to offset the subsidy received from the Parish and Endowment Fund. There are several to choose from each year.

Each family is required to complete 8 hours of Volunteer Hours. If you only have a child in the 4K program you are required to complete 4 hours, and 3K families are required to complete 2 Volunteer Hours.

Volunteering at the school, working on a committee, along other areas are great ways to complete hours. It is the family's responsibility to submit the hours worked, signed by the appropriate staff member, to the school office to receive credit for hours worked. Hours are to be completed by April 15th. Beginning on the 1st School invoice a Volunteer Hours Fee will be included. A Credit Memo will be issued for hours as the families turned in their hours to the school office. The Volunteer Fee will just remain on the account until the hours are turned in. Finance Office is to be notified if you are unable to complete your hours and will be paying your Volunteer Hours Fee.

School Lunch Program

Currently, hot lunch is served two days per week. The number of the days may change in the future as well as costs. Hot Lunch fees are determined annually and will be published in August.

Milk is offered during the morning break and lunch. A yearly milk ticket may be purchased or a punch card. Refunds on the Yearly Milk Ticket can only be requested if the school is shut down for more than one week. All requests for refunds must be in writing and turned into the school office. A Credit Memo will be issued.

Refund Policy

For students who withdraw from Holy Family Catholic School, tuition refunds will be issued on a quarterly basis. If a student withdraws prior to the first day of school, any tuition amount paid will be refunded. \$100.00 deposit is non-refundable. Tuition is required for any quarter in which a student is in attendance regardless of the number of days. Book bills are non-refundable once school has commenced. Tuition funds will be issued only for those quarters where there was no attendance providing an official request for transfer or withdrawal has been received.

Transfer Student Policy

Should a family wish to transfer their child to another school due to financial delinquencies, no official school records will be released until all outstanding financial obligations with Holy Family are satisfied. Furthermore, all textbooks and any other items belonging to the school must be returned to the school before records will be released.

Tuition Assistance

Holy Family Catholic School has a limited amount of funding to offer financial aid to qualified students whose families demonstrate financial need. A student/family must be in good academic and disciplinary standing to be considered for assistance. A family's past track record volunteering for parish & school events will be considered when awarding financial aid. Note: A completed TADS application does not automatically qualify a family for financial aid nor does it guarantee an award will be given.

Interested families are to complete the online TADS Grant & Aid Assessment to be considered for financial assistance should any funds be available. They will also be required to fill out an application that is available through the school office. All applications for financial aid should be filed **no later than August 1.**

After a review and evaluation of all applicants are completed, a report will be generated indicating eligibility and allocation award amounts, if any funds are available. If a family is to receive financial assistance, they will be notified by the school as to the terms. If a family agrees to accept financial aid, they maybe are required to perform additional fundraising and/or service hours.

Note that families' accounts with past due to financial obligations from previous school years will not be considered for financial aid should any funds exist until their account is made current. In addition, if a financial assistance award has been granted to a family, that award may be revoked or will otherwise not be awarded should any tuition and/or fees become past due.

At times financial aid is awarded to families based upon need and available funds. If at any time, it is determined that a family openly discusses with and divulges their financial aid arrangement with another family, said family will have their financial aid completely revoked, thus making them liable for full tuition and fees for the school year.

Carry Over Tuition

Carrying over a tuition balance is highly discouraged. If there is a balance of tuition or fees from the last school year or prior, the balance(s) must be paid in full by August 15th, before a student is allowed to participate in the current school year.

Carry Over Positive Balances

Carryover a positive balance will be handled on a case-by-case basis. From students leaving Holy Family Catholic School, an option would be to donate the balance to the Jesus, Mary, and Joseph Financial Aid Fund. Students remaining at Holy Family may carryover balance to apply to next year's tuition.