***St. Joseph/St. Robert School***

**Tuition Policies**

**2022-2023**

**Tuition Payment Policies**

1. St. Joseph/St Robert School (SJR) uses FACTS for its tuition management needs. FACTS invoices, collects and processes tuition payments from families. ***See separate memo on FACTS*** including information regarding enrollment and payment plans.
2. In order for a student to enter school in September, ALL prior year financial obligations must be paid in full. This includes tuition, CARES and other school fees.
3. In order for a student to return to school after Christmas break, tuition payments must be up to date or families must have made previous arrangements with the business office.
4. End of year report cards and/or graduation activities will be withheld if tuition is not paid in full at that time.
5. The pastor may grant exception to families regarding these policies if the family is experiencing financial hardship, and they have spoken with the pastor.

**Registration Fee**

There is a non-refundable registration fee of $75 per student. For current families, unless an Opt-Out form is submitted to the school office via the school website by January 31, the fee will be automatically charged to the family’s FACTS Tuition account in February. Current families should *not* submit checks for registration fees to the school office.

 For new families the fee is $150 per student and should be submitted by check or cash to the school office upon completing an application.

**Tuition Contract**

 After the application is received in the school office, new families will be sent a Tuition Contract. This document indicates the family’s commitment to the school financially for the current year and in future years. Signed Tuition Contracts should be submitted to the office within two weeks of receipt.

**Multi-student Discount**

For families with two or more students enrolled in grades 1-8, a tuition discount is applied as follows: Two students – 5% of total tuition

 Three students – 25% of total tuition

 Four or more – 35% of total tuition

**Early Childhood Sibling Discount**

SJR recognizes and appreciates our families’ commitment to their children’s Catholic education. Accordingly, any current family that has a child in grades 1-8 and enrolls a student in our Early Childhood program will receive a $1,000 tuition discount. This discount applies to both Pre-K and Kindergarten tuition.

**Non-parishioner Tuition**

Tuition payments by families cover only a portion of the cost to educate a child at St. Joseph/St. Robert School. St. Joseph and St. Robert parishes provide significant funds to operate the school. Regular Sunday contributions by our parishioners assist in paying the expenditures related to the school. Accordingly, SJR has implemented the following tuition policies for non-parishioner families with students in grades 1-8:

1. Non-Catholic families are charged the actual cost to educate a student of $6,100.
2. Families from St Cyril Parish will receive the “in-parish” tuition rate.
3. Families from the following parishes will receive the “in-parish” tuition rate if the pastor of these parishes agree to subsidize their student’s tuition.
	1. St John Bosco
	2. Our Lady of Guadalupe
	3. St. Vincent
	4. St. Catherine of Siena

If the pastor determines that the families are not participating parishioners and decides that their parish will NOT provide a subsidy, then the families will be charged the tuition rate for non-Catholics of $6,100 per student.

1. Families from other local Catholic parishes with parish schools (e.g, Nativity or Our Lady of Mount Carmel) will be charged the non-Catholic rate of $6,100 unless they receive a letter of permission from their pastor and he agrees to provide a tuition subsidy to SJR.

All non-parishioner families in our Pre-K and Kindergarten classes are charged a $350 premium compared to the parishioner tuition rate.

**Parishioner Church Contribution**

As noted above, St. Joseph and St Robert parishes provide significant funds to operate St. Joseph/St. Robert School. Regular Sunday contributions by our parishioners assist in paying the expenditures related to the school. Accordingly, **school families that enroll their children in Grades 1-8 and are registered parishioners of St. Joseph or St. Robert are asked to contribute to the parish a minimum of $520 annually.** If they are not in good standing in regards to church contributions by March 1st, an adjustment to their tuition rate may be included in their April tuition bill in FACTS.

The church contribution must be paid separately from tuition, preferably on a weekly basis using the contribution envelopes.

**Technology Fee**

 A $50 fee per family is assessed annually to partially offset the cost for ongoing maintenance and necessary replacement of technology items used in the classroom. It will be billed in FACTS in August.

**Referral Program**

A current family that refers a new family with children in grades 1st through 8th has the opportunity to receive a $500 tuition discount. The reduction in tuition will be reflected in the referring family’s tuition bill at the end of the current school year’s payment plan, contingent on the new student remaining in school during that timeframe. The new family will be required to list the current referring family on the student application for admission. The discount is based on a new *family* enrolling at SJR and is not dependent on the number of students that the new family enrolls.

**Financial Assistance**

 St. Joseph/St. Robert School strives to ensure that all families that desire a Catholic education are not held back by their financial resources. SJR families are blessed to have several opportunities available to them to make Catholic education affordable.

1. Funding from BLOCS/EITC – provides tuition assistance to qualified families from the generosity of individual and businesses who contribute to the program and receive a state tax benefit from their donations. BLOCS utilizes the FACTS Grant and Aid portal to determine eligibility of families for scholarships.
2. Sponsor a Student Program – tuition assistance is awarded from funds that parishioners and other individuals have donated to the school and/or church. To apply for these need-based scholarships, families are asked to complete a Scholarship Request form which is found on the school website.

More information on these programs can be found on the school website or by contacting the School Business Manager.

**Tuition Refund Policy**

When a family gives written notification of a student withdrawal to the school office, a tuition refund will be processed by the business office. The refund will: 1) relate to past payments remitted by the family for the current school year; 2) be calculated on the number of months that the student attended school; 3) exclude all fees paid and 4) if the withdrawal is before the student attended any days of school, the refund will exclude one month’s worth of tuition. If a student is expelled, no tuition will be refunded.

In the event of a school closure for individual classes or the entire student body, due to inclement weather, COVID mitigation protocols, unplanned staff shortages or any other unforeseen circumstances, no tuition refunds will be offered. School tuition is an annual charge and not calculated on a per-diem basis. For both the elementary grades and the Early Childhood program, tuition represents the total annual amount charged for the instruction of students, regardless of the number of days that students are physically in the building.