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

**Tuition Policies**

**2024-2025**

**General Tuition 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 below for information on enrolling in FACTS Tuition Management.
2. 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 communicated with the business manager.

**Registration Fee**

There is a non-refundable **registration fee of $100 per student** for returning students. Current families use the FACTS SIS portal to complete their re-registration including payment of the registration fee by March 1. After that date, the fee is raised to $175.

For new families the fee is $150 per student and will also be paid through FACTS as part of the on-line enrollment process.

**Multi-student Discount**

For families with two or more students enrolled in grades 1-8, a tuition discount is applied as follows: Two students – 10% of total tuition

Three students – 25% of total tuition

Four or more – 35% of total tuition

**Parishioner Church Contribution**

St. Joseph and St Robert parishes provides 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.

**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 provides 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-Catholics families are charged the actual cost to educate a student of $6,500.
2. 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. Cyril
   2. St John Bosco
   3. Our Lady of Guadalupe
   4. St. Vincent
   5. St. Catherine of Siena

If the respective pastor determines that the families are not participating parishioners and will NOT provide a subsidy, then a non-parishioner tuition premium will be added the family’s SJR tuition.

1. The tuition plan for families from local Catholic parishes with parish schools will be determined at the time of application. A letter of acknowledgement from the Pastor of their home parish must accompany the school application.

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

**Technology Fee**

A $100 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.

**Tuition Refund Policy**

When a family gives written notification (email is acceptable) 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 an unusually lengthy school closure due to inclement weather, Department of Health 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 preschool 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.

**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. Tuition assistance is available through several EITC scholarship programs, including BLOCS. BLOCS uses FACTS Grant & Aid to determine eligibility for scholarships. Families with household income of $127,532 with one child, $146,620 with two children, or $165,708 with three children are eligible to receive funds to offset tuition. The application period for the 2024-2025 school year is open. Families apply on-line at online.factsmgt.com/aid. The log-in information for FACTS aid is the same as for FACTS Tuition. More information can be found on the BLOCS.org website.

In addition to assistance from EITC-based scholarship programs, or for families who are not eligible, there may be financial aid available from the Sponsor a Student Program based on donations from generous parishioners. To apply for these scholarships, families are asked to complete a “financial disclosures form.”

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

**FACTS Tuition Management**

The FACTS tuition accounts of current families will automatically roll over for the 2024-2025 school year. Families will receive an email from FACTS with their tuition balance and payment schedule by April 1st. **After reviewing their payment schedule, if a family requires any changes to their payment plan they should work with FACTS directly.** All other questions on tuition can be directed to the Business Manager, Dorothy Aschenbrenner at daschenbrenner@stjstr.org.

**All new families** will establish a FACTS Tuition payment plan as part of the on-line enrollment process.

**Tuition Payment Plans & Administrative Fees**

* Monthly – July through April; $42 administrative fee charged upon enrollment
* Semi – July and January; $15 administrative fee charged upon enrollment
* Pay in full by July 1st; no administrative fee

Families can choose the payment day – either the 1st or 10th of the month.

**Methods of Payment**

* direct debit from bank account (strongly recommended as BEST PRACTICE)
* automatic charge to credit card
* on-line payments, including through the mobile app
* phone payments
* checks mailed to its lockbox

**Incidental Billing for School Fees**

Certain school fees are also billed through FACTS in the family’s Incidental Billing (IB) plan. This plan is automatically established by FACTS but is separate from the Tuition Payment plan. Payments must be made manually for these fees through FACTS by their due dates.

**All questions on the school’s tuition policy or FACTS Tuition Management, should be directed to Dorothy Aschenbrenner at the school office, or at daschenbrenner@stjstr.org.**