



OFFICE FOR CATHOLIC SCHOOLS  
DIOCESE OF GREENSBURG

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**Tuition Policy**  
**(April 2011)**

**Tuition Policy**

The Office for Catholic Schools has coordinated a tuition policy to be utilized by the Catholic schools within the Diocese of Greensburg. This policy has been established to ensure that the tuition procedures and guidelines are consistent and fair among families with children attending Catholic schools within the Diocese. This policy has been implemented through the Office for Catholic Schools, under the approval of the Superintendent of Catholic Schools. The Office for Catholic Schools reserves the right to adjust this policy and coinciding procedures as deemed necessary.

**Establishing Tuition**

The applicable school administration works with the Office for Catholic Schools to establish a tuition rate that is representative of the school budget needs. The tuition rate is also a product of the communities and families that we serve. Tuition is not the only revenue source to fund the Catholic school education. The school revenues also include Diocesan contributions, Parish supported financial aid, business partnerships and local fundraising.

**Tuition Planning and Payment Schedule**

Schools establish and announce their tuition rate for the following the school year. Tuition rates are established based on budgetary needs and enrollment.

*End of January – beginning of February* – Catholic schools open their application process for the upcoming school year and FACTS application forms are available for parents/guardians to submit for financial aid. Parents/guardians have until March 15 to submit their FACTS application forms without a fee.

*End of May* – Once parents/guardians have completed their financial aid (FACTS) application process and this information has been verified, tuition award letters are disseminated by the school to parents/guardians noting the tuition amount with any scholarships and financial aid awards.

*June 30* – Last date for returning families to apply for financial aid. New families apply for financial aid upon enrollment.

*July 10* – Last date for returning the Tuition Payment Contract. No financial aid or admission is guaranteed following this date.

Options for payment:

- One lump sum payment by <school to insert date of choice> of the upcoming school year.
- Two equal payments – First payment due by <school to insert date of choice> of the upcoming school year and the second payment due by <school to insert date of choice> of the current school year.
- Monthly payment plan on FACTS that will bring the balance to zero by June 30 or earlier of the school year completed in June.
- Any of the above options, but paid through a credit card if available. If a credit card payment method is chosen, an additional service fee may be charged, and this service fee will be announced on an annual basis.
- No cash will be accepted for payment. Payment must be made by check, money order or credit card.
- An approved (by school administration) combination of the above options.
- The chosen method for payment must be indicated on the Tuition Payment Contract, and signed and returned by the parents/guardians.

\*One of the above options must be chosen for payment.

If a hardship may exist, the parents/guardians may ask for a meeting with the school administration to request an adjustment to the amount of tuition to be paid. Such a request is approved on a case by case basis by an administrative review team or school administration.

### **Tuition Payment in Default**

If a payment is not made, for whatever reason, the following process will be followed:

- a) The parents/guardians will be notified in writing of the payment not being received.
- b) The parents/guardians will be given 20 calendar days to bring the account to current status or meet with school administration to have an adjusted payment contract approved (not a guarantee).
- c) If the account is not brought to current status, and an adjusted payment contract is not agreed upon and approved by school administration, the student enrollment will cease after the 20<sup>th</sup> day.
- d) If the tuition is in default prior to the subsequent school year, and the case of “c” above exists, the student enrollment will end prior to the beginning of the subsequent school year, not allowing the student to re-enroll in the subsequent school year of this Catholic school or any Catholic school within the Diocese of Greensburg.
- e) The school administration will begin the process for restitution of past due balance.

### **Transfer of Students with Past Balance**

No students will be accepted at any Catholic school within the Diocese of Greensburg if they are carrying a past due balance from any other Catholic school within the Diocese of Greensburg.