



148 McHenry Street, Burlington, WI 53105 (262) 763-1510

2016-17 Tuition Policy

Catholic Central High School's Board of Directors has adopted the following policies regarding payment of fees and tuition.

Registration: A non-refundable tuition deposit of \$100 will be collected at the time of registration, which will be applied to your tuition. Also at the time of registration, we also collect \$400 per student for the tuition down-payment. This tuition down payment is refundable if the school is notified in writing prior to May 1st, 2016 that your child will not be attending Catholic Central High School.

Registration is NOT complete and course selection schedules are not issued until your \$100 tuition deposit is paid, along with the \$400 for the tuition down payment and your signed course selection sheet is returned. The final part of completing your registration for freshman families will be signing up with *FACTS* Management Company by March 1st, 2016; and for all returning families, completing the *Facts* Management preference letter and returning that with your \$500 tuition deposit and down-payment, along with the signed course selection sheet. This needs to be done no later than March 1st, 2016, so that we may complete our budget process.

No student will be allowed to start a semester unless a payment plan is in place.

Tuition: Through fund-raising efforts, Catholic Central High School, along with its Development Office, Endowment Auction, Round Table and Parish support raise approximately half-a-million dollars, (over a \$1.9 million budget), to enable the school to operate each year. The remaining costs result in a tuition charge, which is an essential portion of the school's educational budget.

If you belong to one of our member parishes by September 1st, a \$650 credit will be reflected on your tuition. **Please note that if you do not generously give back to your parish of your time, talent and treasure, you may be notified by your parish that they will not support your child financially at CCHS. In the event that this occurs, we will be forced to charge your tuition account the additional \$650.**

Tuition Collection Policy: *FACTS* Management is the company that Catholic Central High School has chosen to manage its tuition management payment program. For a nominal fee, parents can choose from either two payment plans, quarterly or monthly, with a payment date of the 1th or 15th of the month. If you chose to pay your tuition in full, no enrollment fee will apply, but we still ask that you enroll with *FACTS* Management and select the one payment option. Credit cards are also accepted for tuition payments and can be arranged through *FACTS* Management as well. (A 2.75% convenience fee will apply.)

With *FACTS* Management, you have the option of choosing a monthly invoice to be mailed to you or have the payment automatically deducted (ACH) from your checking or savings accounts, which we would prefer. Additionally, payments can be made online at no charge. *FACTS* Management welcomes parent phone calls and a payment counselor can be reached Monday through Thursday, from 7:30 am - 7:00 pm central/standard time, and on Fridays from 7:30 am - 5:00 pm. *FACTS* Management's toll-free telephone number is 866-441-4637, and they also have 24/7 web access at <https://online.factsmgmt.com>. You can also access the *FACTS* Management link through the CCHS website (www.cchsnet.org) under the Parents tab. The following are the options you will have to choose from with *FACTS* when signing up for a payment plan:

	<u>Annual <i>FACTS</i> Enrollment Fee</u>
Option #1: 1 payment (in full by August 1 st)	\$0.00
Option #2: 2 payments (August 1 th & January 1 st)	\$10.00
Option #3: 4 payments (August/November/January/April)	\$35.00
Option #4: 10 monthly payments (beginning in August and ending in May)	\$43.00
Option #5: 12 monthly payments (beginning in July and ending June)	\$43.00

Checks returned from the bank or an insufficient funds payment will be assessed a \$30 processing fee. You may also incur charges from your financial institution. *FACTS* will charge a \$40 fee for all late payments.

Delinquent Tuition: Catholic Central High School is dependent on student tuition to meet the budgetary needs of our school. A significant portion of the School's costs are committed at the beginning of the school year based on student enrollment. Consequently for us to avoid cash flow issues and stay financially viable, we need tuition payments to be made on time.

Accounts that are past due in excess of two payments and/or 60 days are to be reviewed prior to Christmas break. Accounts that are deemed to be in danger of going unpaid are sent certified letters stating that the **student will not be allowed to return to school for second semester until the account is paid up to date** or other arrangement are made in writing with the school principal and business office by January 1st.

Accounts that are past due in excess of two installments and/or 60 days are reviewed again prior to Spring break. Accounts that are deemed to be in danger of going unpaid are sent certified letters notifying the parents. Senior students' accounts that are in arrears and are deemed to be of questionable collection will incur the following: a letter stating that the student will receive incomplete grades on their report cards; the senior student will not be allowed to participate in graduation ceremonies nor receive a diploma; and they will not be allowed to receive any college scholarship monies awarded by Catholic Central High School. Unless a certifiable payment plan is arranged with our school principal and business office, delinquent senior student accounts will receive incompletes on their official transcripts. Diplomas will not be issued to senior students nor will the student be allowed to take part in graduation ceremonies if their account remains in arrears.

Accounts of students who are transferring prior to the end of the school year are reviewed prior to releasing records and transcripts. The account must be paid in full or the student will receive incompletes on their official transcripts. Grades will be issued and transcripts will be updated only when the account is paid up to date and/or other arrangements have been made in writing with the school principal and business office.

All accounts are reviewed at the end of the school year prior to release of report cards. Accounts that are delinquent will receive incompletes for their final grades on their official transcripts until the account is paid up to date and/or other arrangements have been made in writing with the school principal and business office.

All accounts are reviewed prior to the start of the new school year. Accounts of returning students that have an outstanding balance and are deemed to be of questionable collection are sent certified letters stating that the student may not be allowed to return for the new school year, until the account is paid up to date and/or other arrangements are made in writing with the school principal and business office.

Athletic and/or Extra-Curricular Permits: Permits, which allow participation in each season's sports and/or extra-curricular activities, will be issued only to students who are current with their tuition payments, have paid all of the previous year's tuition, have returned their *Facts* Management preference letter, and for new families, are enrolled with *FACTS* Management. If you are more than two payments behind in tuition or have any outstanding fees, your child's Athletic and/or Extra-Curricular Permit may be put on "hold" until payment is made or a payment plan is established, and your child will not be allowed to participate. The decision as to whether or not a student's Athletic and/or Extra-Curricular Permit is put on hold is that of the school principal.

If we are unsuccessful in collecting past due tuition, the delinquent account will be turned over to Catholic Central High School's attorney for legal action.

Tuition Billing for Students Entering or Leaving During the School Year: Students entering school will be billed as follows:

- Before the end of first quarter, a full year tuition plus the initial tuition registration and down-payment.
- Before the end of second quarter, 75% full year tuition plus the initial tuition registration and down-payment.
- Before the end of third quarter, 50% full year tuition plus the initial tuition registration and down-payment.
- During the fourth quarter, 25% full year tuition plus the initial tuition registration and down-payment.

Students leaving school will be billed as follows:

- If by choice of student and/or parent, or if moving out of town, tuition is billed to the end of the quarter in which the student is enrolled:
 - 25% of their tuition if before the end of first quarter;
 - 50% of their tuition if before the end of second quarter;
 - 75% of their tuition if before the end of third quarter;
 - 100% of their tuition during the fourth quarter.
- If a student is asked to leave Catholic Central High School, tuition is billed to the end of semester in which the student is still enrolled:
 - 50% full tuition for the first semester;
 - 100% full tuition for the second semester

The above amounts will be calculated excluding any tuition assistance. Tuition Assistance is only awarded to students who will be at Catholic Central High School for the duration of the entire school year. Tuition assistance is forfeited for any student who withdraws or is asked to leave Catholic Central High School!

In families that have several students enrolled at Catholic Central High School, the cost for remaining students will be adjusted whenever a member enters and/or leaves school.

For the purpose of determining whether a refund is due when a student leaves during the school year, it will be deemed that the parental portion is calculated prior to the tuition assistance being applied, less any payments made to tuition. Refunds on overpayments will only be made for actual cash paid to the school, but **never** for financial aid, grants, scholarships, Scrip, discounts and similar forms of credit on an account.

Final payment of past due items for a student leaving the school must be in cash or by cashiers' check. Personal checks will only be accepted at the discretion of the school principal.

Tuition Assistance: The process of awarding tuition assistance shall be a separate process from admission and registration. All tuition assistance is based on the assumption that your child will attend Catholic Central High School for the duration of the entire school year. We expect all families receiving tuition assistance to remain current with their tuition payments. **If a student withdraws after tuition assistance is awarded, the family will be required to pay their full share of tuition, based on the actual tuition amount prior to any tuition assistance being applied.**

Criteria for financial aid include:

- Families must complete financial aid paperwork annually, according to the guidelines and deadlines indicated on the application forms.
- Families are current with their tuition deposit and down-payment, overall tuition and transportation payments.

Transcripts: Transcripts will be issued only for those students whose tuition payments, fees, fines and transportation are paid up-to-date. After graduation, a fee of \$5.00 for each transcript request will be charged.

1. Seniors who are to graduate: Student will receive incompletes for their final grades on their official transcripts, no diploma will be issued, nor will they be allowed to participate in graduation ceremonies until all accounts are paid.
2. Underclassmen: Student will receive incompletes on their official transcripts until all accounts are paid.

Records Release: Catholic Central High School keeps on file a permanent record for each student. This record contains grades, credits, test scores, birth dates, etc. No information may be released to an outside agency without the written consent of the student and/or parent/guardian of minors. Students may request a release of this information by signing a form and paying a transcript fee. **PLEASE NOTE: INCOMPLETE TRANSCRIPTS WILL BE RELEASED UNTIL ALL TUITION AND FEES ARE PAID IN FULL.**

Bus Riders: A bus schedule will go out in middle to late August. Once routes are finalized, a bus contract will be sent to all parents of bus riders. If your bus contract is not received in the business office by October 1st with your first payment, your child/children will no longer be able to ride the bus. You will receive a letter from the business office with an effective date. After commencement of the 2nd semester, you will receive an invoice for the final invoice of your bus fee. If payment is not received by the specified date, your child/children will no longer be able to ride the bus. If you are experiencing financial difficulties, you must communicate with the school principal and business office and special payment arrangements will need to be made.

PLEASE NOTE:

- A student will not be permitted to register for the Fall term if:
 - The student's account(s) are past due;
 - The Finance Office has not received a properly completed Payment Plan.
- Catholic Central High School has the right to not enroll or to require the withdrawal of any student whenever, in the exercise of its professional judgment, it may be appropriate to do so.
- Student accounts must be paid before a student is allowed to participate in the graduation ceremony or to graduate. Catholic Central High School may withhold a transcript/and or diploma due to nonpayment of accounts.
- Catholic Central High School has the right to deny a student from participating in any sport(s) and/or extra-curricular activities if:
 - The student's account(s) are past due;
 - The Catholic Central High School Business Office has not received a *FACTS* Management preference letter, or, for a new family, proof that the student is properly enrolled with *FACTS* Management.
- For additional information, please see both the **Delinquent Tuition** policy and the **Athletic and/or Extra-Curricular Permits** policy above.

Catholic Central High School Tuition Payment Options 2016-17

Family Name: _____

Parish Affiliation: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Please select one option for the payment of tuition and fees:

_____ **Option 1:** Full payment of tuition made directly to school on or before July 1, 2016.
Please add \$_____ to my bill as my tax-deductible contribution to the Endowment Fund.

_____ **Option 2:** Two equal installments made directly to the school on July 1, 2016 and December 1, 2016.
Please add \$_____ to my bill as my tax-deductible contribution to the Endowment Fund.

_____ **Option 3:** Three equal installments made directly to the school on July 1, 2016, December 1, 2016, and March 1, 2017.
Please add \$_____ to my bill as my tax-deductible contribution to the Endowment Fund.

_____ **Option 4:** _____ **10** _____ **11** _____ **12** installments with FACTS

_____ I will use FACTS to pay my 2014-15 tuition and wish to reenroll.

_____ I will enroll online.

_____ The enrollment form is attached. I understand the \$50 enrollment fee with FACTS will be processed with my first payment.

Please add \$_____ to my bill as my tax-deductible contribution to the Endowment Fund.

iPads for students will not be released to students until this option form is returned to school.

I/We have read the Catholic Central High School Tuition Policy and Payment Options for 2016-17. I/We understand that CCHS reserves the right, among any other rights it may have by law, contract or otherwise, to enforce any or all remedies set forth under the Tuition Policy agreement should I/We fail to cause or allow timely payment of tuition and fees, provided that I/we have been given notice of such failure and have not cured such failure within a reasonable time. I/We also agree to pay all attorney fees and costs incurred by Catholic Central High School to enforce the provisions of this agreement.

Parent/Guardian Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

I have added \$_____ to my bill as my tax-deductible contribution to the Endowment Fund.