

## ST. BRIGID SCHOOL TUITION PAYMENT POLICY 2010-2011

In accordance with Diocesan School Board policy, St. Brigid School has implemented the *Total FACTS* system of tuition billing. *Total FACTS* is a comprehensive tuition management system for all families that is designed to improve tuition management for the school and streamline the financial aid application process.

*Total FACTS* provides families with two payment choices: 1) prepayment by June 1<sup>st</sup> or 2) a payment plan over the course of ten months (June to March). Should the payment plan option be selected, families will be able to choose either the 5<sup>th</sup> or the 20<sup>th</sup> as their payment date. Families opting for the ten month payment plan will be charged a \$41 enrollment fee. Families choosing to prepay by the June 1<sup>st</sup> deadline will have that fee waived and will receive a \$50 per student prepayment discount.

For families interested in financial aid, *Total FACTS* will also help streamline the financial aid application process. This is accomplished by FACTS collecting all of the necessary information from families, such as applications and tax returns, and performing a needs analysis for submission to the School, where final decisions on award amounts will be made. **No credit reports** are pulled as part of performing this analysis and all information collected is held in the strictest of confidence. Families apply on-line at [www.factstuitionaid.com](http://www.factstuitionaid.com); follow the instructions to apply for financial aid. Families with children attending St. Brigid School and others attending either McAuley or Cheverus can apply for aid at each of the schools with just one application.

No student will be admitted into class unless one of the two payment options has been exercised. Tuition must be paid in full or the family must be actively enrolled in the monthly FACTS tuition payment plan before the first day of class.

Regardless of whether families prepay or opt for the monthly payment plan, they will still be charged a non-refundable \$200 registration fee upon enrollment. If your child/ren should withdraw before the start of the school year, only a portion of tuition, not to exceed more than 80% of the total amount of tuition may be refunded subject to Pastor and finance committee approval. If your child/ren should withdraw from the school by November 30<sup>th</sup> no more than 50% of the total amount will be subject to a refund. After November 30<sup>th</sup> there will be no refunds on tuition for withdrawal of your child/ren. In the event of an early departure, any outstanding FACTS monies will be due and payable.

Registrations will not be accepted from any families with outstanding balances of tuition, before/aftercare and/or lunch. All accounts must be paid in full and /or up-to-date with approved existing payment plans in order to be eligible for re-registration.