



# SAINT PATRICK CATHOLIC SCHOOL

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## **St. Patrick School Tuition Policy**

### **TUITION & FEES**

It was the philosophy of the founders of St. Patrick School to make the experience of St. Patrick's School available to as many students as possible, regardless of income. The parishioners, parents, benefactors, and supporters continue to support this philosophy. It is always the intent to work, conscientiously, in keeping tuition at an affordable level. Firmly rooted in the tradition of St. Patrick's School and Parish, is the fundamental belief that the school will not deny any child the opportunity to receive a Catholic education because of a parent's inability to pay tuition.

Securing a Catholic education is a shared investment in your child's future. Tuition fees account for only a portion of the total cost of educating a child at St. Patrick's School. The difference between the actual cost and tuition fees occurs through continual development efforts, fundraising, scholarship opportunities, and parish subsidies. To the extent it is financially able; St. Patrick's School does not wish to deny any student a Catholic education because of inability to pay tuition, if the child's family has shown complete devotion to raising their children according to the practices of the Catholic faith.

Since it is part of the mission of our Catholic faith to spread the good news of the gospels, the parish willingly supplements the financial requirements of the school. Every student attending St. Patrick School receives financial assistance for the remaining portion of actual costs through the generous contributions of parishioners, fundraising done by our school and parish families, and contributions from individual benefactors. However, the expectation exists that the parent(s) and child(ren) establish and sustain a significant effort to effectively participate in the areas of ministry established in the parish.

We recognize that even these significantly reduced tuition levels may be a strain on some family's finances. Therefore, St. Patrick School awards scholarships and grants to help qualifying families with financing their child's education, including the Thomas Reardon Tuition Scholarships, Dan Kelley Tuition Scholarships, Bishop John Paul Endowment Scholarships, and more. Qualifying families may apply for financial assistance consideration from a wide variety of resources. Please see Tuition Scholarships for more information.

To ensure success, there is a need for a partnership to exist between the school and the parish for the financial aspects of operations to work smoothly. Therefore, parents enrolling their children in St. Patrick's School must acknowledge and accept the terms of the tuition policy as outlined below.

***When parents sign the tuition agreement, upon enrollment of their children at St. Patrick's School, they acknowledge and accept the accompanying financial obligation for all tuition, fees, and charges accrued on behalf of their students. Failure to comply with this tuition agreement may result in the withholding of student report cards and transcripts. See the tuition agreement at the back of the handbook.***

St. Patrick's School does not discriminate because of race, ethnic origin, religion, or ability to meet tuition payments. Children of all faith denominations are welcome at St. Patrick's School. Families that are active parish members, however, will realize a decreased tuition rate because of the implied expectation of contributing to St. Patrick's Parish through a variety of available means.

## PARISHIONER STATUS

A primary goal of the St. Patrick's community is to create an environment that focuses on the growth of Catholic faith, of attending Mass on a regular basis, and of supporting the parish with your time, talent, prayer, and offerings. Toward that end, the standard for granting in-parish status to families for the purpose of tuition rate for their children attending St. Patrick's School is per the following:

Only those families meeting the criteria of **registered**, **active**, and **contributing** parishioners will receive consideration for the in-parish tuition rate for their Catholic children. The following definitions address these three criteria in further detail:

1. **Registered:** Formal registration through administrative enrollment of a family with St. Patrick's Parish.
2. **Active:** The standard for this criterion is regular Sunday Mass attendance and active participation in the life of the Parish. St. Patrick's Parish encourages all families to become involved in one or more of the many ministries offered through the school and the church.
3. **Contributing:** St. Patrick's Parish provides a substantial amount of financial support to the school on an annual basis. Without this support, the tuition rates would be significantly higher and result in constraining the ability of the school to sustain the types and quality of programs offered.

To distribute, reasonably and fairly, the responsibilities of operating St. Patrick's School, the parish encourages each family, receiving in-parish tuition status, to establish and sustain a financial commitment to the church. St. Patrick's Parish prefers parishioners contribute in a regular and consistent manner, utilizing the offertory envelopes specifically furnished for this stated purpose.

## TUITION PAYMENT

There are several payment options for paying tuition. The school accepts direct payments or families may arrange to coordinate payment options through the St Patrick's: Online Giving & School Tuition Payment available on the St. Patrick Website at the following link: <https://www.myowngiving.com/Default.aspx?cid=946>. Provided as follows are the details for each payment plan, with accompanying due dates. Families should select the plan that best accommodates their respective needs when completing the Tuition Agreement form at the time of enrollment.

Payment in Full	Full payment due July 1
Payment Plan	Two payments due on July 1, Nov 1
Payment Plan	Four quarterly payments due on July 1, Sept 1, Nov 1, and Feb 1
Payment Plan	Ten Payments beginning July 1 and ending April 1
ACH Debit Payments	Payments withdrawn directly from checking / savings account on a recurring (e.g. weekly / monthly) basis. (Register on school/parish website <a href="https://www.myowngiving.com/Default.aspx?cid=946">https://www.myowngiving.com/Default.aspx?cid=946</a> , please contact the school or parish office for any assistance required.)
Individualized Payment Plan	Other – I will contact the Financial Outreach and Assistance Committee (FOAC) or Pastor no later than May 1st to arrange a formal payment plan in writing. FOAC is available by mail: FOAC, 401 Mansion St., Mauston WI 53948.

The school will furnish a tuition statement according to the plan selected. (Parents who select to pay in ten installments will receive a tuition statement ten times a year; parents who select other than the Ten Payments Plan will receive a quarterly tuition statement.)

In all payment plan choices, St. Patrick's Parish and School respectfully request payment in full for the respective tuition balance no later than the deadlines established by the payment plan. St. Patrick's School and Pastor will consider delinquent all accounts not paid in full by this date.

## TUITION AND FEE PAYMENT DELINQUENCY

*The intent of this policy is optimally to resolve all instances of payment delinquency through encouragement of open dialogue to discuss available options favorable to all concerned, rather than imposition of penalty actions.*

### **Non-Payment of Tuition**

Saint Patrick's Catholic Parish and School rely on the timely collection of tuition and fees in order to provide quality Catholic education to our students. Failure to collect all anticipated tuition places an enormous burden on our budget and risks the potential reduction or elimination of programs and services. Consequently, we must rely on all sources of income, including our families, to meet, faithfully, their contracted obligations as partners in this educational enterprise. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the Financial Outreach and Assistance Committee (FOAC) or Pastor as soon as possible to discuss and coordinate suitable alternative payment arrangements.

Because of problems caused by past delinquencies, the Saint Patrick's School Catholic Education Committee (CEC), has asked the Pastor to appoint a **Financial Outreach and Assistance Committee (FOAC)**. This three-member committee will consult with the Pastor to address specific delinquencies as they arise during the school year.

When payment obligations do not happen according to selected and agreed upon payment plan options, the following measures will occur:

#### **1. 30 days past due (30 calendar days from commencement of the school year)**

The family account is past due when the account is not in good standing at 30 days from commencement of the current school year. The following administrative action will occur:

- The family will receive notification from the FOAC informing the parent/guardian of the missed payment.
- It is the responsibility of the family to contact the FOAC or Pastor to correct the situation or establish an acceptable alternate plan for payment in writing.

#### **2. 60 days past due**

When the family tuition account becomes 60 days past due, and in the absence of written agreement between all concerned parties satisfactory to the FOAC or the Pastor, the following assessment and associated actions will occur:

- The family will receive notification from the FOAC. The notification will reflect the assessment of a \$25 late payment fee, and request family response within ten calendar days.
- In the absence of open and productive dialogue by the family, the family will receive a written notification, by certified mail, from the FOAC along with a signed copy of this agreement. The notification will request the family respond within ten calendar days. The intent of this involvement is to foster open discussions in obtaining favorable resolution for all concerned parties.
- It is the responsibility of the family to establish an acceptable alternate plan for payment in writing.
- The FOAC will inform the Pastor as to the status of all associated discussions / activities.

### 3. 90 days past due

When the family tuition account becomes 90 days past due, and in the absence of written agreement between all concerned parties satisfactory to the FOAC or the pastor, the following assessment and associated actions will occur:

- The family will receive notification from the FOAC. The notification will reflect the assessment of an additional \$25 late payment fee, and request family response within ten calendar days.
- In the absence of open and productive dialogue by the family, the family will receive a written notification, by certified mail, with a signed copy of this agreement. The notification will request the family respond within ten calendar days. The intent of this involvement is to foster open discussions in obtaining favorable resolution for all concerned parties.
- It is the responsibility of the family to establish an acceptable alternate plan for payment in writing.
- The FOAC will inform the pastor regarding the status of all associated discussions / activities.
- Affected students will be withdrawn from St. Patrick's School. This restriction will remain in effect for the duration of the academic school year or until the account is brought into good standing or establishment of an acceptable alternate payment plan in writing.
- The school administration will withhold report cards and transcripts until payment of the balance in full or establishment of an acceptable alternate payment plan in writing.

### Families with Grade 8 Students:

The tuition and fees for 8<sup>th</sup> grade students must be current as of May 1. Affected students, with past due balances, will not receive a diploma or transcripts until payment of the balance in full or establishment of an acceptable alternate payment plan in writing.

### End of school year balances:

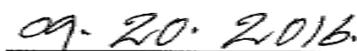
All tuition and fees must be paid in full no later than May 1. The following measures for those families with unpaid balances and without an acceptable alternate payment plan on file:

- Family will receive written notification that their account is past due, along with a copy of this policy.
- Report cards and transcripts will be withheld until payment of the balance in full or establishment of an acceptable alternate payment plan in writing.
- Students will not be eligible to participate in any school-sponsored activities or attend class for the fall session.
- Families with delinquent accounts that choose not to return their students to Saint Patrick's Catholic School for the next academic school year will have their account turned over to a collection agency. This will also be in effect for families with delinquent accounts choosing to remove their children from enrollment during the academic school year.
- The school shall have the right to legal action for non-payment of tuition and fees; and recoupment of any associated litigation fees.

### Grievance Consideration:

Any grievance by a parent/guardian submitted against the school or its employees shall be subject to resolution through Diocesan Administrative Recourse. (See Diocesan Policy DSP 1391/1392)

  
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Pastor

  
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Date