



St. Francis of Assisi Catholic School

Business Office Policies & Procedures – Tuition and Fees

2018-2019 School Year

FEES: All Fees are non-refundable.

Application Fee: \$75 to submit the application.

Enrollment Fee for New Students: Part-time \$70; full-time \$250; due upon acceptance.

Re-Enrollment Fee for Current Students: Part-time \$70; full-time \$250; due annually by February 15th.
Part-time \$100; full-time \$350; due if completed after February 15th.

Technology Fee: Grades 3K-2, \$200; Grades 3-5, \$300; Grades 6-8, \$450; billed to your FACTS account annually.

PLUS Testing Fee: \$250 for students applying to the PLUS Program, paid at the time of testing.

Workbook Fees: Amount is determined by grade level and is billed to your FACTS account in August each year.

TUITION:

Members of St. Francis of Assisi Parish: *Registered Parishioners that financially support St. Francis of Assisi Parish through verifiable contributions for a minimum of six months.*

3K thru 5 th	Traditional program	\$6,885 per student
6 th - 8 th	Traditional program	\$7,215 per student
2 nd thru 8 th	PLUS Program	\$8,965 per student

All Other Families:

3K thru 5 th	Traditional program	\$8,755 per student
6 th - 8 th	Traditional program	\$9,170 per student
2 nd thru 8 th	PLUS Program	\$10,920 per student

Part-time Program: Monthly tuition – Two days per week, \$210/month; Three days per week, \$315/month; Additional Day(s), \$105 per day.

Sibling Discount: Available for full-time students only and is applied to your FACTS account in August. First student, full tuition; second student, \$500 discount; third student and more, \$750 discount on each.

Payment: Tuition, Technology Fee, and Incidentals (Workbook Fees, Registration Day Purchases, PTO Dues, Field Trip Charges, Extended Care, Summer Camp Timberwolf, etc.) are required to be paid through FACTS Management Company and you may enroll at www.factsmgt.com. A \$46 annual sign-up fee, per family, will be charged to your FACTS account. Tuition and the Technology Fee may be customized by paying monthly over ten (10) months beginning May 1st through February 1st, quarterly or annually in full. All Incidental fees are due within ten (10) days of billing. All tuition, the technology fee and incidentals are required to be auto pay within FACTS (scheduled payments are automatically deducted from your financial account). Payments that are 30 days late may result in your child not being eligible to participate in athletics and all other extra-curricular activities.

New and Transfer Students: The Catholic Diocese of Memphis and SFA requires that all students who wish to enroll or transfer to SFA must have settled all accounts with their previous school in order to gain admission. A clear account and/or contract must be confirmed on your child's previous school's letterhead prior to be accepted into SFA.

Refund Policy: The Application (\$75), Enrollment (\$250), Technology (\$200, \$300 or \$450), and PLUS Testing Fees (\$250), are non-refundable regardless of when a student withdraws.

- If a student withdraws between February 19, 2018, and May 31, 2018, all tuition dollars paid for the 2018-2019 school year will be refunded.
- If a student withdraws between June 1, 2018, and June 30, 2018, 10% of the total 2018-2019 tuition bill will be due. All other tuition will be refunded.
- If a student withdraws between July 1, 2018, and July 31, 2018, 20% of the total 2018-2019 tuition bill will be due. All other tuition will be refunded.
- If a student withdraws between August 1, 2018, and the 45th day of class, 25% of the total 2018-2019 tuition bill will be due, all other tuition will be refunded.
- If a student withdraws after the 45th day of class, tuition due will be pro-rated for a ten month period beginning in August and ending in May. Tuition will be prorated for a full month only, once the student has been in attendance for any part of a month.
- Exceptions: out-of-town moves or unusual and serious documented medical issues.

Students that withdraw or graduate and have an outstanding balance, have not turned in school issued books, laptop computer and accessories, and athletic equipment, will not have any academic records or transcripts forwarded to any other academic institution.