

# ST. FRANCIS OF ASSISI CATHOLIC SCHOOL

## BUSINESS OFFICE POLICIES & PROCEDURES

### 2019-2020 School Year

**Tuition and Technology Fees:** Tuition and Technology Fees are payable through FACTS by *Automatic Deduction* and can be paid Annually, Quarterly or Monthly. Monthly payments are payable from May 2019 thru March 2020.

**Incidental Fees:** All Incidental Fees (Workbook fees, Extended Care fees, spirit shop charges, field trip fees, etc.) will be paid through *automatic deduction* in FACTS with a 10-day allowance.

**Re-enrollment of Current Students:** The Catholic Diocese of Memphis requires that all students currently enrolled at SFA must fulfill financial obligations for the current school year to be allowed to re-enroll for the next school year. Any family that is not current with tuition or current with their FACTS agreement will not be eligible for enrollment in the 2019-2020 school year.

**Tuition Assistance:** Limited funds are allocated based on need and are offered to families of registered students. Online financial aid applications must be submitted through FACTS Grant & Aid Assessment at [www.factstuitionaid.com](http://www.factstuitionaid.com) by **February 15, 2019 for Early Decision**. To be considered, families are required to (a) complete the Enrollment Process and (b) complete the FACTS online application. Tuition assistance is not guaranteed from year to year.

***\*If a student withdraws at any time during the school year, all tuition assistance is forfeited***

**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 being accepted into SFA.

**Refund Policy: The Application (\$75), Enrollment (\$250), Technology Fee, and Workbook Fees are non-refundable regardless of when a student withdraws.**

If a student withdraws between February 16, 2019, and May 31, 2019, all tuition dollars paid for the 2018-2019 school year will be refunded.

If a student withdraws between June 1, 2019, and June 30, 2019, 10% of the total 2018-2019 tuition bill will be due. All other tuition will be refunded. \*

If a student withdraws between July 1, 2019, and July 31, 2019, 20% of the total 2018-2019 tuition bill will be due. All other tuition will be refunded. \*

If a student withdraws between August 1, 2019, and the 45<sup>th</sup> day of class, 25% of the total 2019-2020 tuition bill will be due, all other tuition will be refunded. \*

If a student withdraws after the 45<sup>th</sup> day of class, tuition due will be pro-rated based on a ten-month period. 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 who withdraw with a balance due, will not have any academic records or transcripts forwarded to any other academic institution.***