

# Bishop Conaty – Our Lady of Loretto High School

## Tuition and Fees Policies

Tuition is paid through FACTS Tuition Management. All families are automatically enrolled in FACTS for tuition payments. New families will setup their account with the instructions they receive via e-mail or postal mail. Current families are automatically re-enrolled in FACTS once their re-enrollment with the school is complete. FACTS Consumer Portal enables families to check their account online anytime. You can review payment history, next scheduled payment, pay on-line or change bank accounts.

### Payment Terms

**FACTS Annual Payment:** Annual payments are to be made to FACTS tuition Management. Payment is due by August 10, 2019. The FACTS fee is \$46.

**FACTS Automatic Payments:** Families can divide their tuition balance into monthly payments over eleven months from July 2019 through May 2020 using the FACTS payment plan. This program automatically withdraws your monthly payment from a checking or savings account. Credit cards are also accepted but there is an additional fee of 2.85% charged by FACTS to use a credit card. Families who currently have a FACTS automatic agreement with Bishop Conaty – Our Lady of Loretto High School do not need to sign up each year. The school will automatically roll over the FACTS agreement for subsequent years. The FACTS fee is \$46.

**FACTS Invoice Payments:** This plan also offers 11 monthly payments from July 2019 through May 2020. Families will receive a monthly invoice from FACTS by mail or email. Families will write a check or money order and mail it to FACTS each month. Families can also pay by phone or online. Families who currently have a FACTS invoice agreement with Bishop Conaty – Our Lady of Loretto High School do not need to sign up each year. The school will automatically roll over the FACTS agreement for subsequent years. The FACTS fee is \$46.

### Payment Options through FACTS:

- **Credit Card:** If paying by credit card, there is a 2.85% convenience fee. Mastercard, Visa, Discover and American Express are accepted,
- **Checking/Savings Account:** With ACH, your payments are processed through a secure electronic funds transfer. Automatic payments can be made from a checking or savings account. You can choose to have email reminders sent in advance of your payment due date. There is no fee for ACH transactions.

### Late Payments

- At this time, the school does not enforce a late fee. However, the school does have policies for failure to fulfill financial obligations. These policies include but are not limited to withholding grade reports, prohibiting the student from sitting for semester exams, participating in extracurricular activities such as student council, athletics, graduation activities and/or suspension from school until financial obligations are met. While it is the expectation of the school that all tuition be paid on time, we understand that unexpected circumstances arise. The school is asking families to be proactive in contacting us in these situations. If the school has timely notice, it may be possible to make alternative payment arrangements and avoid tuition arrears action.

## **Additional Fees**

### **Registration Fee:**

- New students will pay their registration at the school office.
- The registration fee for existing students' accounts is billed to their FACTS account in March of each year during re-enrollment.

### **Summer School/Saturday School:**

- Summer School and Saturday School payments are made to the school office.

### **Raffles**

- Raffle tickets and money are to be turned in during home room on the assigned date for each raffle. A receipt will be issued within the week of receipt. Raffle tickets will not be accepted without the money. For those families who do not participate in the raffle by turning tickets and money in by the due date will have the amount due billed to their FACTS account immediately after the raffle.

### **Sports Fees**

- Athletics fees are \$100 per sport and will be billed to the students' FACTS account. Other sports fees such as uniform are paid to the coach. Receipts will be issued by the coach.

### **Senior Fees, AP Exams, Parent Service Hours, Missed Meeting Fees**

- Senior Fees, AP Exams, Parent Service Hours and Missed Meeting Fees are billed to the students' FACTS account.