

Policies and Procedures for Payment of Tuition and Fees

Option 1: Pay in full to the school by the May deadline, see important dates for due date. Payment may be made by cash, personal check, bank check, money order, or credit card.

- This option offers no finance charge!

Option 2: Automatic withdrawal payment plan from July to June from a checking account, savings account, or credit card through the FACTS Tuition Management Company. This option offers the convenience of automatic payments.

- *A finance charge of \$150 per student paid to the school is rolled into your monthly payments and this includes the FACTS enrollment fee.*
- If you choose to use a credit card with FACTS, there is a convenience fee of approximately 2.75% per payment.
- The first monthly payment must occur on either July 5 or July 20.

Option 3: Education loan from Your Tuition Solution with payment plans from 24 to 84 months. There is no cost to apply and no prepayment penalties.

- You can apply today at www.tutionsolution.com.
- Payment must be received from Your Tuition Solution for the loan by the May due date to pay in full to avoid a finance charge. If received after the May due date, a \$150 finance charge will be added.

Payment Policies

- Checks and money orders should be made payable to Cardinal Stritch.
- Returned check fee of \$30 will be assessed for all returned checks. If a check is returned, future personal checks may not be accepted.
- Cash payments may be made in person in the main office and a receipt will be issued.
- Deadline for setup with FACTS is ten business days before the payment date for automatic payments.
- Payments can be made over the period of 8 to 12 months. The final payment must be made by April 20 for seniors and June 20 for all other students.
- Monthly payments must be spread evenly throughout the year – at least half during the first two quarters and the balance during the last two quarters.
- If a family does not pay tuition by the May pay in full date and does not sign up for an automatic payment plan with FACTS by that date, the school will assign the balance to a FACTS invoice monthly payment plan. The family will be charged a \$200 non-refundable finance fee per student, additional fees may apply.
- No tuition and composite fee payments will be accepted at the school after the May pay in full date. All payments must be mailed in to FACTS, or made through their convenient online or phone payment system.
- Parents enrolled in an automatic payment plan with FACTS have the option of adjusting their monthly payment date themselves by going online or contacting

FACTS directly. Payments must be dated within the same month and this option can be utilized up to three times per year.

Delinquent Accounts

- *Contact the Finance Department immediately if you are experiencing financial difficulties and need to make changes to your payment plan.* Fees will be charged by FACTS for late or missed payments.
- **Students with an outstanding past due balance at exam time, will be allowed to take exams but the exam grade will be entered as a zero until the past due balance is paid.**
- **Payments must be current at the end of each quarter in order for students to receive their grade cards. Powerschool access will be blocked for all students who have a balance due or are behind on their agreed upon payments by two or more payments.**
- The school reserves the right to prevent a student from returning after the quarter if payments are not current.
- If there is a balance remaining at the end of the school year, students cannot return for the following year until the balance due is paid in full; they will be withdrawn.
- **Transcripts and diplomas will not be released for any students who have a balance due.**
- Payment must be received in full by April 20th for seniors to participate in graduation, receive a diploma, and receive final transcripts.

Withdrawals, Late Admissions, and Refunds

- Registration fees and finance charges are non-refundable, even if a student withdraws or does not attend the school.
- Transcripts, grade cards, and diplomas will not be released until all balances due are paid in full.
- Students will be charged the full tuition and composite fee amount for a quarter even if only attending a portion of the quarter.
- Outgoing students will be charged the full tuition and composite fee amount for a quarter if exiting after the first full week of the quarter. The charge for the tuition and composite fee is based on the total base tuition and composite fee, divided by the four quarters of the school year.
- When a student leaves during the school year, all financial aid (grants, scholarships, etc.) is negated and this portion of the tuition charge becomes due to the family.