

Policies and Procedures for Payment of Tuition and Fees

Option 1: Pay in full to the school by the May deadline, see important dates or school website calendar 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 family 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.

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 10 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, contact must be made with finance manager to set up a signed agreement in the finance office.
- 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.
- **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.**
- **Transcripts and diplomas will not be released for any students who have a balance due.**
- **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.**
- **Payment must be received in full by April 20th for seniors to participate in graduation, receive a diploma, and receive final transcripts.**

30 days past due:

- When an account becomes 30 days past due under the established agreement, the financially responsible party will receive a notification from FACTS. They will also receive an email from the finance manager. It is the responsibility of the family to contact the finance manager to work out an agreement to correct the situation or make an acceptable alternate plan for payment.
- If the family does not contact the finance manager to correct the situation, then the following will take place:
 - Student(s) will not be allowed to participate in extended school, club, or organized trips.
 - Student(s) will not be allowed to participate in any athletic competitions or practices.
 - Student(s) will not be allowed to participate in any extra-curricular activities.

60 days past due:

- When an account becomes 60 days past due under the established agreement, the responsible party will receive written notice from the finance manager by certified mail explaining the commitment and require immediate attention to the matter. In addition to this notification, the following will also take place:
 - Report cards, Powerschool access and transcripts will be withheld until balance is paid in full, or an alternative plan has been approved.
 - Student(s) will not be allowed to participate in extended school, club, or organized trips.
 - Student(s) will not be allowed to participate in any athletic competitions or practices.
 - Student(s) will not be allowed to participate in any extra-curricular activities.

- Student(s) will not be permitted to pre-register or to return for the following year until the balance is paid in full.
- Report cards, Powerschool access and transcripts will be withheld until full payment is made.

90 days past due:

- When an account become 90 days past due under the established agreement, the responsible party will receive written notice by certified mail from the Head of School/President explaining the commitment and require immediate attention to the matter. In addition to this notification, the following will also take place:
 - The finance committee of the Board of Directors will be informed of the past due account information.
 - Student(s) will be withdrawn from Cardinal Stritch Catholic High School and Academy.
 - In conjunction with this delinquency, a collection agency may be used to collect the past due amount.
 - The finance office of the Diocese of Toledo will be informed of the account delinquency.

Cardinal Stritch Catholic High School and Academy encourages all responsible parties to maintain open communication with the finance manager to ensure a complete understanding of each family's financial circumstances. The goal of Cardinal Stritch Catholic High School and Academy is to provide a Catholic education to every student that desires one. By working together, we can make sure this goal is met.

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 is the responsibility of the family.