



ST. JOSEPH REGIONAL CATHOLIC SCHOOL

40 Main Street, Salem, NH 03079 • 603-893-6811 • www.stjosepheagles.org

Inspired by faith and guided by wisdom, our children soar!

St. Joseph Regional Catholic School 2021-2022 Tuition & Financial Policy

Tuition rates are based upon the number of children from a family attending St. Joseph Regional Catholic. The tuition rates for 2021-2022 are on the reverse of this sheet.

All families have **two options** for payment of tuition. **Option 1 allows you to pay in full.** If you pay BEFORE July 1st you can take advantage of the 5% tuition discount. Payments in full should be paid by check directly to St. Joseph Regional Catholic School, Attention: Business Office, 40 Main St., Salem, NH 03079 **Option 2 is to pay tuition through FACTS Tuition Management.** **Please indicate your choice of pay dates on the enclosed Tuition Contract to be returned to St. Joseph Regional Catholic School by May 3, 2021**

Please note that tuition must be paid in full by May 31st of next year. You can choose to either have payments automatically deducted from your designated checking or savings account (monthly, quarterly or semi-annually), or you may pay by credit card (a 2.5% convenience fee will be charged to your credit card). FACTS will charge each family an annual processing fee of \$50.00 for 4 or 11 payments and \$20 for 1 or 2 payments.

If you were enrolled in 2020-2021 and paying through FACTS Management, you do not need to reenroll for the 2021-2022 school year, but you must fill out the 2021-2022 tuition payment contract and return it to the school office by May 3, 2021. If you have not yet enrolled with FACTS, you must enroll by June 1, 2021. A late set up fee of \$25.00 may be billed to your tuition account if you are not enrolled by June 1, 2021. Be sure to read the enclosed terms and conditions of the FACTS Tuition Program before completing your registration.

St. Joseph Regional Catholic School will charge a \$10.00 late fine on the 15th of each month on any unpaid balances due to the school. Each non-sufficient funds notification received by your bank will result in a \$25.00 fee being charged to your account. St. Joseph Regional Catholic School relies on the prompt payment of all fees and tuitions so that the school can run smoothly. Please contact the principal or the business manager if individual circumstances change and you will be unable to pay your outstanding balances on time. We will make every effort to work with you. If payments by any family become so delinquent that it becomes necessary to send your account to a collection agency, all costs associated with collection will be your responsibility. In addition, the school will reserve the right to determine your child's enrollment status.

Withdrawal policy: While we would love to have all students stay with us, sometimes circumstances change. For changes like a planned, extended absence or withdrawing from the school, please notify the school in writing. Should your child be out of school for an extended amount of time, three calendar weeks or more, the tuition for that quarter will still need to be paid. Should you move/leave within a quarter, tuition for that quarter needs to be paid in full. Should you move/leave within two weeks of the end of a quarter, tuition for the following quarter will still need to be paid in full; our budget will have been calculated on enrollment. Registered students who withdraw before the first day of school will be responsible for ¼ of the full tuition amount.

Fees: Registration fees are per family and nonrefundable as stated in the Registration letter sent in January 2021. There is a fee for graduation of \$100.00 for students in grade 8. There is a Technology Fee of \$75.00 for students in grades 1-8.

If you have a past due balance due on your account as of the end of this school year, that money will be due and payable by the last day of school and is to be paid directly to St. Joseph Regional Catholic School. Your child will not be considered registered until that amount is paid in full.

Please complete the Tuition Contract and return it by **May 3, 2021** to:

St Joseph Regional Catholic School
Attention: Business Office
40 Main Street
Salem, NH 03079