



# ST. JOSEPH REGIONAL CATHOLIC SCHOOL

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40 Main Street, Salem, NH 03079 • 603-893-6811 • [www.stjosepheagles.org](http://www.stjosepheagles.org)

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

February 25, 2022

Dear Parents/Guardians,

As we come to the end of our second academic term for the 2021-22 academic year, I'd like to express my gratitude for your support during this school year. We have continued to face the many challenges that the pandemic brought us and met them with your cooperation and that of our extremely dedicated faculty and staff, who were able to accommodate a variety of learning needs.

This year we inaugurated the online re-enrollment process for current students, giving them first priority, and then opened it up to siblings and finally to the general public. As a result, at this time many of our classes have waitlists. We are also planning on two Kindergarten classrooms for the coming year. There may be additional classes added depending on numbers on the waitlists. With this growth, will come both hiring challenges and space requirements. The cost of educating a student here at St. Joe's continues to rise and the gap between tuition and that cost averages over \$2,000 per student. After working with the finance team here at school and the finance director at the Catholic Schools Office, our 2022-23 tuition rates have been approved. Any family seeking assistance must apply for financial aid via FACTS. Even if you feel you do not qualify through FACTS, our aid team will meet with you to discuss any extenuating circumstances. There are also outside sources available for example the Education Freedom Accounts.

The tuition schedule is structured slightly differently from past years, distinguishing our K-5 students from our Jr. High students. The multi-child discount of \$250 per child will remain in effect. If you have 2 children attending St. Joe's you will receive \$500 off tuition, 3 children \$750, 4 children \$1,000, etc. Attached to this letter is the Preschool-8 Tuition sheet for the 2022-2023 school year, the Tuition Policy and the Tuition Payment contract. The most significant increase for 2022-2023 will be in our preschool tuition (reflecting a bit more realistically the costs involved in running the preschool).

I truly understand the financial sacrifice that many of you make in order to provide your children with a quality Catholic education. It is a gift that they will continue to benefit from throughout their lives. Thank you for allowing us the opportunity to continue to challenge and motivate your children to reach their full potential in mind, spirit, heart and body.

Sincerely yours in Christ,

*Mrs. Croteau*

Mrs. Mary Croteau  
Principal



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## St. Joseph Regional Catholic School 2022-2023 Tuition & Financial Policy

*Tuition rates are based upon the number of children from a family attending St. Joseph Regional Catholic.* The tuition rates for 2022-2023 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 1<sup>st</sup> 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 April 4, 2022**

**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 2.95% 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 2021-2022 and paying through FACTS Management, you do not need to reenroll for the 2022-2023 school year, but you must fill out the 2022-2023 tuition payment contract and return it to the school office by May 3, 2022. If you have not yet enrolled with FACTS, you must enroll by June 1, 2022. A late set up fee of \$25.00 may be billed to your tuition account if you are not enrolled by June 1, 2022.** 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 15<sup>th</sup> 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 financial quarter, tuition for that quarter needs to be paid in full. Should you move/leave within two weeks of the end of a financial 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. Our fiscal year runs from July 1 to June 30 following the Diocesan fiscal year. The quarters are as follows: Q1 Jul-Sep, Q2 Oct-Dec, Q3 Jan-Mar, Q4 Apr-June.

**Fees:** Registration fees are per family and nonrefundable as stated in the Registration letter sent in January 2022. Tuition deposit fee to be included with signed contract and applied to tuition: \$300 per student. 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 **April 4, 2022** to:

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



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## **2022/2023 School Year Tuition**

Payment of tuition and fees for 2022-2023 **must** be paid in one of the following ways:

- Pay in full (*pay before July 1, 2022 and receive a 5% tuition discount*) \*
- Pay thru FACTS either semi-annually (July & January), quarterly (July, October, January & April) or monthly (July 2022 – May 2023).

<b>Preschool Half Day</b>	\$4,000
<b>Preschool Full Day</b>	\$6,750
<b>Kindergarten – 5<sup>th</sup> Grade</b>	\$6,650
<b>Jr. High (Grades 6-8)</b>	\$6,675

### **Multi-Child Discounts:**

2 Children:	\$ 500 per year
3 Children:	\$ 750 per year
4 Children:	\$1,000 per year

\*As an opportunity for financial savings, a **5% discount** will be applied to all full year payments made **BEFORE July 1, 2022**. (*As an example, a year's tuition for a two-child family would be reduced from \$12,800.00 to \$12,136.00 if paid BEFORE July 1, 2022 a savings of \$664.00*).

**All other tuition payments for the 2022-23 school year MUST be made through the FACTS Tuition Management Program beginning in July 2022.** FACTS will charge each family an annual processing fee for their service.

You can choose either the 5<sup>th</sup> or the 20<sup>th</sup> of each month to have payments automatically deducted from your designated checking or savings account, or you may pay by AMEX, MasterCard, Visa or Discover credit or debit card (a convenience fee of 2.95% in addition to the FACTS charge will be charged to your credit or debit card per monthly payment).

*Please note, as a Catholic School we endeavor to keep tuition as affordable as possible, tuition never reflects the actual cost per student. For this reason, we depend on fundraising, grants and donations to cover the gap.*

# ST. JOSEPH REGIONAL CATHOLIC SCHOOL -2022-2023 Tuition Payment Contract

(One form per family - Please print all information)

Family Name: \_\_\_\_\_

Student's Name and Grade entering in September 2022:

Name: _____	Grade: _____

*Please indicate your payment preference by checking the appropriate option. No student will be fully enrolled unless this form is received by the school. There are the two (2) payment options that are acceptable for the 2022-2023 school year. **Remember to include your non-refundable tuition deposit of \$300.00***

_____ Option 1: Full Prepaid Tuition	Make Check Payable to: SJRCS
With 5% Discount:	(St. Joseph Regional Catholic School)
If paid by 7-1-22	40 Main Street
	Salem, NH 03079

\_\_\_\_\_ Option 2: FACTS Payment Plan (Please check appropriate spaces)

\_\_\_\_\_ Monthly (July 2022 to May 2023) on the \_\_\_\_\_ 5<sup>th</sup> or \_\_\_\_\_ 20<sup>th</sup>

\_\_\_\_\_ Quarterly (July, October, January, April) on the \_\_\_\_\_ 5<sup>th</sup> or \_\_\_\_\_ 20<sup>th</sup>

\_\_\_\_\_ Semi-Annually (July, January) on the \_\_\_\_\_ 5<sup>th</sup> or \_\_\_\_\_ 20<sup>th</sup>

FACTS payments will be deducted automatically from your designated banking institution. There is an annual FACTS service fee (\$50 for 4-11 payments, \$20 for 1 or 2 payments). It will be charged to your designated account.

For an additional 2.95% convenience fee, you can choose be charged through your AMEX, MasterCard or Discover Credit Card. Call FACTS at 1-800-233-1096 to set this up. Tell them it is for account #285.

Person Responsible for Payment of Tuition (Please print clearly):

*Please circle one: Mr. / Mrs. / Ms.*

First \_\_\_\_\_ Last \_\_\_\_\_

Street \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

E-mail address (please print clearly) \_\_\_\_\_ @ \_\_\_\_\_

(X) \_\_\_\_\_  
*Signature of Person Responsible for Tuition* \_\_\_\_\_ *Date* \_\_\_\_\_

**For office use only** Date Received: \_\_\_\_\_ Check # \_\_\_\_\_



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## **St. Joseph Regional Catholic School 2022-2023 Referral Policy**

### **Student Referral Program K-8 Families, Teachers & Staff (*Dependent on openings*)**

A referring family who recruits a new family to attend St. Joseph's Regional Catholic School K-8 will receive a \$500.00 reduction in Tuition if the referred family completes one school year at St. Joseph Regional Catholic School and remains in good standing. This incentive is per family and not per student. The reduction will be applied to the referring families **May** tuition or by refund check if family is paid in full prior to May.

The referring family whose name is on the referral form will receive the incentive. If two families refer another family the two referring families will split the referral incentive.

If a Teacher or staff member refers a family to attend St. Joseph Regional Catholic School they will receive a check for \$500.00 as stated above in the form of a payroll check.

If a referring family, teacher or staff members wish to donate their referral incentive, St. Joseph Regional Catholic School will gladly accept your donation and be forever grateful.