



ST. HENRY CATHOLIC SCHOOL

Tuition and Fees

Tuition will be charged for every child who attends St. Henry Catholic School.

Tuition Rates

The two tuition rates are "Standard Tuition" and "Active Church Member." Standard Tuition at the one-child level closely tracks the actual cost of educating a child at St. Henry Catholic School. Because St. Henry Catholic School is a ministry of St. Henry Catholic Church, the Active Church Member Tuition Rate continues to recognize the actual cost of educating children, but is set lower for registered parishioners who have a demonstrable record of fulfilling Mass obligations and committing and contributing generously of their time, talent and treasure to St. Henry Catholic Church, St. Barbara Church or Cristo Rey Church.

Families in which at least one parent or guardian is Catholic are eligible to pay tuition at the reduced Active Church Member rate if the family members are:

- Parish members of St. Henry, or
- Parish members of St. Barbara, or
- Parish members of Cristo Rey.

All other families pay Standard Tuition.

Parish Membership

For tuition purposes, "parish members" of one of the listed parishes are defined as families:

- Whose members are registered at the parish as members, and
- Whose members (including all St. Henry Catholic School students in the family) consistently fulfill their Sunday and Holy Day Mass obligations on a regular basis, and
- Whose members (including parents and older students) participate in non-school related parish activities on a regular basis, and
- Who financially support the parish on a regular basis.

To be considered a parish member for a new school year, a family must have met each of the above criteria for no less than six months prior to the beginning of the school year. Those who have not met the criteria for at least six months prior to the beginning of school will not be considered as a parish member until all criteria have been met for at least six months.

For purposes of advancing this definition of "parish member," and to maintain its status as a "parish member," a family is expected to document its Mass attendance, its participation in parish activities, and its financial support both at the beginning of the school year and periodically throughout the school year. Financial support of the parish may be documented by regular use of the parish budget envelope system or electronic giving methods. Mass attendance may be documented by budget envelopes (even those without a contribution) or a note placed in the Sunday collection basket. Envelopes are credited on the Sunday received. If more than one envelope is placed in the collection basket in a given week, you will only receive a single attendance credit for the week we receive the envelope.

Volunteer service to the school or the family's parish prior to a school year may be documented by the family as part of the registration process. Periodic documentation throughout the school year may also be required.

Once the appropriate tuition rate is determined, families must agree to its requirements, by signing the then current St. Henry Catholic School Tuition Rate Agreement Form. St. Henry Catholic School will not change the designation of a family's Standard Tuition Rate to the Active Church Member Rate during the course of the school year.

Tuition Discounts

Because of our belief in the importance of Catholic education, families with more than one child enrolled in grades K - 8 at St. Henry Catholic School are eligible for a multi-child discount from either the Standard Tuition Rate or the Active Church Member Tuition Rate, as applicable. Rates for Preschool are separate from the rates for children enrolled in grades K – 8. In cases where a family has at least one child enrolled in grades K – 8, a 5 percent discount will be applied to tuition for children enrolled in the Preschool.

Fees and Other Costs

In addition to tuition, general fees are charged for each student in Preschool through Grade 8. The total general fees charged include fees for such things as consumable books, materials and supplies, and technology equipment maintenance and improvements. The non-refundable registration fee that is collected at registration will be fully credited against tuition due. The remaining general fees will be paid in the same manner as tuition, as explained below.

Fees for After School Care are expected to be paid in advance, as explained below. The cost of school lunches is also to be paid in advance. Fees for field trips and other activities will be charged, billed, and paid separately during the school year.

Tuition and General Fees Payment

Tuition and general fees may be paid in one of two methods:

- Payment in full prior to the beginning of the school year
- Automatic bank account withdrawals over a 12 month period beginning in July and extending through June, or an 11 month period beginning in August and continuing through the following June.

The usual method for collection of tuition and general fees for St. Henry Catholic School is through automatic bank account withdrawals, which are made on the 5th day or 19th day of the month for either a twelve month or eleven month period, as selected by the family. A family also may choose to pay the full amount of tuition and fees for a school year before the end of July, prior to the first day of school.

Each family is responsible for designating at least one person (normally parents or guardians) who is liable for payment of all tuition and fees. If additional people (e.g., a student's grandparent or grandparents) wish to assume liability for payment of the family's tuition and fees, that person should also be designated. All people who assume liability for payment of tuition and fees should indicate their agreement by completing and signing the form provided by St. Henry Catholic School. If more than one person is designated by a family and agrees to be liable, then all of the persons named will be jointly and severally liable for payment of all tuition and fees.

If all tuition and fees are not paid on a timely basis, St. Henry Catholic School may seek payment in full from any person designated by the family to pay tuition and fees, whether or not it seeks payment from others. Family members (for example, parents who are no longer married) may make agreements between themselves concerning how much each will pay toward a family's tuition and fees. However, such an agreement is between those who make it; St. Henry Catholic School is not bound by their agreements, and, in St. Henry Catholic School's discretion, may seek payment from any and all people who agreed to be liable.

St. Henry Catholic School will cooperate with reasonable requests for assistance from people who are sharing payment of a family's tuition by, for example, making two monthly withdrawals. Each person who is designated by a family as liable for payment of tuition and fees may give information to St. Henry Catholic Church and School personnel concerning payment of tuition and fees. St. Henry Catholic Church and School personnel may give information concerning a family's tuition and fees account to all people who have been designated by a family as liable for payment of that family's tuition and fees, including information regarding payment or non-payment by others designated to make payments.

In truly exceptional circumstances that do not allow a family to pay in full or to pay with automatic monthly payments from a bank checking account, a family may be allowed to pay its tuition and fees under a payment plan different from the usual methods described above. For

this purpose, "exceptional circumstances" do not include, for example, the family's convenience or desire to pay on a different day of the month or its unwillingness to share bank account information with the parish office. All requests for such a different payment plan must be approved by the St. Henry Parish Business Manager and will require a \$100 processing fee payable at the time of the approval. Even if such a request is approved, the family may be required to sign a monthly automatic payment authorization that will be used in the event the family does not make payments in accordance with the agreed alternative payment plan.

Delinquent Tuition Payments

Tuition and Fees Payment Agreements and Tuition Rate Agreements are expected to be returned promptly, but no later than June 30. Until these Agreements have been executed and returned to St. Henry Catholic School, registered students will not be considered enrolled and will not be admitted on the first day of school.

As the school depends on timely collection of tuition and fees, sound business practices for both the school and school families require that tuition and general fees payments be made when scheduled, and as agreed, and in full.

Any family whose payments are made normally by automatic withdrawal but whose payments may be delayed or refused by the family's bank due to insufficient funds or other reason, or whose payments are made normally under a different arrangement but will not be made timely for any reason, is expected to inform the St. Henry Parish Business Manager at least five days in advance of the normal payment date. The family is also expected to cooperate in having the delayed or refused payment made as soon as possible. Any family whose payment is not made timely, and who has not informed the St. Henry Parish Business Manager and made arrangements for making the payment, will be contacted by the St. Henry Parish Business Manager. At that time, the family must propose a method and a time for making the missed payment as soon as possible. If the family does not cooperate in making a reasonable plan to make the payment in a reasonable time, or does not make payment in accordance with the plan after it is accepted by the family and the St. Henry Parish Business Manager, the family will be considered delinquent and subject to the consequences listed below.

- A student whose family's account is delinquent as to one or more payments will not be permitted to participate in Camp Joy, field trips, school-sponsored sports activities, or other school activities such as dances, plays, Olympic Day, eighth grade end of year functions, or other special in-school programs, until the delinquent payments are made in full; and
- If a student's family's account is delinquent as to one or more payments, St. Henry Catholic School will not make the student's records available to the family or to any other party designated by the family until all delinquent payments are made in full; and
- If a student's family's account becomes delinquent as to two months' payments, or if the family is delinquent in its payments two or more times in the course of a school year, the family will be warned that any additional delinquency could cause that family's student(s) to not be allowed to continue studies at St. Henry Catholic School; and

- If a student's family's account becomes delinquent as to three months' payments, or if the family is delinquent three or more times in the course of a school year, the family's student(s) will not be allowed to continue studies at St. Henry Catholic School until all delinquent payments are made in full; and
- Any family whose delinquencies cause their child to not be allowed to continue studies at St. Henry Catholic School remains obligated to pay all tuition and fees incurred while the child was a student. No family whose children left St. Henry Catholic School while owing tuition or fees will be allowed to register a child at St. Henry Catholic School in any later year until all prior obligations have been satisfied; and
- All school families must keep their tuition and general fees accounts current in each of the months April, May and June. Delinquent accounts in April, May, or June could be cause for suspending or otherwise not processing the delinquent family's registration for the next school year, or for placing the family on a wait list for the next school year.

After School Care Program

After School Care attendance fees for any day or days in a week are expected to be paid in advance. Parents who arrive on any day after 6:00 PM to pick up their child will be assessed a \$20 late pick-up fee. All fees may be paid by bank card, cash or check. Payments may be made at the school office or in the payment box in the After School Care room. Payment of all amounts due must be current as of the 15th day and last day of each month. If payment of any amounts due is not current as of the 15th day and the last day of each month, then the child will not be permitted to return to the After School Care Program in a future week until all delinquent fees, and all anticipated fees for the following week, have been paid.

A family may disqualify itself from the After School Care Program by repeated delinquencies in payment of fees. The decision on disqualification from the Program will be made by the St. Henry Parish Business Manager.