



OUR LADY OF LOURDES CATHOLIC SCHOOL
 420 EAST FEE AVENUE
 MELBOURNE FL 32901
 321-723-3631

TUITION POLICY
 2015-2016

TUITION PAYMENT

- Families who are registered members and actively supporting Our Lady of Lourdes Church, Our Lady of Grace Church or Immaculate Conception Church or St. John the Evangelist Church shall receive the benefit of a reduced Catholic tuition rate.
- Families who are not registered members, nor are actively supporting their church shall make tuition payments equal to the total cost of education for each child in attendance.
- All families shall be expected to make tuition payments according to one of the following payment plans. (Each family's preferred manner of payment must be submitted each year at the time of student registration.) Options for payment shall include:
 - 1 Payment: Under this plan, the entire amount of tuition is paid on or before July 15th. Payment may be made directly to the school office or FACTS.
 - 2 Semi-annual Payments: Under this plan, ½ of the entire amount is due in July and December. Payments are made through FACTS.
 - 10, 11, or 12 Monthly Payments: Under this plan, the entire amount of tuition is paid monthly up to a twelve (12) month period beginning in July or August. Payments are made through FACTS.
- Late Registrations: Tuition for students registering on or after the first day of school shall be prorated over the number of school months they will be in attendance.
- Late Payments: It shall be the responsibility of each school family to keep the Principal and/or Bookkeeper informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.
 - Full Payment: When full payment has not been made by July 15th, the family will be contacted by the Bookkeeper concerning the missed payment and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments must be made through FACTS.
 - Returned Payment Fee: A \$30.00 returned payment fee will be assessed, by FACTS, to the Responsible Party if a payment attempt fails. Returned payment fees are assessed for each payment attempt that is returned.
 - In addition, school families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be readmitted to school according to the specification of this policy.
- NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY
 - If tuition is more than two months past due, students will not be admitted to classes.
 - If tuition is delinquent as of December 1st, students will not be allowed to participate in semester exams.
 - If tuition is delinquent as of May 1st, students will not be eligible for semester examinations AND will not receive report cards and permanent records will not be released.
- DELINQUENT TUITION FROM PREVIOUS YEARS
 - All previously unpaid tuition must be paid by July 15th if a student is to be readmitted on the first day of class for a new school year. If payment is not possible, suitable arrangements must be made with the Principal.
- TUITION REFUNDS
 - Families withdrawing students prior to July 1st shall be refunded the entire amount of tuition that has been paid for the school year. After July 1st, tuition refunds shall be prorated according to the following formula:

<u>Month of Withdrawal</u>	<u>Percentage of Annual Tuition Due</u>
July	10%
August	20%
September	30%
October	40%
November	50%
December	60%
January	75%
February	100%