

The Consortium Executive Director prior to registration announces tuition rates and fees for the next school year. Tuition provides the largest percentage of the revenue, but does not cover the full cost of the education provided by the school. The school depends on prompt payment of tuition in order to meet its responsibility to provide a strong educational program.

1. Parents/Guardians of children attending the school will be required to complete and sign a TUITION AGREEMENT at the time of registration.
2. The school will not accept students from any other Catholic schools in the Archdiocese of Washington if tuition and fees are outstanding.
3. No child is admitted to classes unless the registration fee and all past due tuition payments have been made.
4. Registration fees are non-refundable.
5. Registration for the upcoming year is not considered complete until tuition and fees have been paid from the previous year. If tuition and fees are not paid by May 31<sup>st</sup> the child's reserved place for the 2017/2018 may be released to another child.
6. Parents/Guardians are expected to make tuition and fee payments for the school year on schedule. Tuition less a discount of 5% may be paid in full by August 15, 2017. Ordinarily, tuition is paid in ten monthly installments beginning in July and ending in April, due on the fifteenth of each month. If it is necessary to begin payments after July, the amount of the payments will be adjusted accordingly. In all cases, the final tuition payment should be made in April.
7. Tuition and Extended Care Payments are made ONLY through FACTS.
8. FACTS will charge a fee of \$30.00 for any returned check.
9. Payments not received by FACTS by due date will be subject to a \$30.00 late fee.
10. If the child attends school for part of a month, the parent/guardian is responsible for tuition for the whole month. **MONTHLY TUITION WILL NOT BE PRORATED.**
11. The school reserves the right to withhold the student's report card, transcripts, and other records if there is an outstanding balance.
12. The school may ask the student to leave if the tuition is 30 days past due. All past due tuition payments must be paid by money order and/or credit cards only.
13. The student will not be able to participate in graduation, promotion exercises or other year-end activities unless all financial obligations have been met.
14. All families are expected to participate in fundraisers and to make returns when they are due. Those who do not participate are expected to make payment in lieu of participation in accordance with the individual school policy.
15. Past due accounts may be turned over to a collection agency or small claims court if parents/guardians withdraw their child(ren) and do not pay the outstanding balance.