



Academy of St. Priscilla at Divine Savior

Primary Center of Excellence

Our Faith – Our Commitment – YOUR Future

Tuition Policy

1. All tuition payments will be collected through Smart Tuition based on the plan option selected by the family.
2. All payments must be paid to Smart Tuition on time in order for the school to meet its financial obligations.
3. Fees and tuition payments must be current prior to the first day of classes or the particular student for whom such tuition and fees are delinquent shall not be entitled to attend School, until such delinquencies are brought current.
4. Each parent of a newly registering or re-registering student must complete and sign a Tuition Payment Agreement.
5. The following shall apply to the payment of tuition and fees:
 - a. All tuition paid shall be deemed non-refundable; provided however, that families seeking refunds of such tuition shall be entitled for a refund under Paragraph 7, below; and
 - b. Tuition for a new school year shall be paid to Smart Tuition pursuant to the Agreement under one of the following five options:
 - i. Payment of tuition in one full installment, due August 15.
 - ii. Payment of tuition in quarterly installments, due August 15, November 15, January 15, and May 15.
 - iii. Payment of tuition in 11 consecutive, monthly installments, due commencing on August 15 with a final monthly installment due by June 15.
 - iv. Payment of tuition in twelve consecutive, monthly installments, due commencing on June 15 with a final monthly installment due by May 15, in which the new school year begins.
 - v. Payment dates may be selected as the 1, 15, or 30 of each month.
6. A late fee of \$30 per month will be assessed by Smart Tuition to tuition accounts 10 days in arrears.
7. All tuition must be current before registration for a given new school year will be accepted.
8. The families of withdrawing students who seek a tuition refund under Paragraph 4 above, shall set forth a request for the refund and the reason for the withdrawal of the of the student in a written petition for the review from the director. A refund will be granted if parents have paid more tuition than the prorated amount.
9. Tuition payments shall be mailed, paid by credit card, or debited from a bank account directly to Smart Tuition for the Academy.
10. In cases of need, funds for tuition assistance may be available. Applications for such financial assistance are available in the school office.
11. Families with financial hardships are expected to initiate discussions with the principal regarding payment plan options.
12. Tuition is set at a higher rate because the Academy of St. Priscilla does not receive any subsidy from the adjoining parish.
13. A student may be excluded from classes until all tuition payment obligations have been met.
14. Tuition and fees will be prorated for students who transfer in during into the school during the year. Whenever a child is moving to a new school, parents must come to the office to fill out a release of records so that the student's file can be sent to that school.
15. Notwithstanding anything contained in this Policy to the contrary, the School reserves the right to pursue collection of tuition and fees due hereunder or under the Contract in any manner allowed by law or in equity and thus, more stringent collection methods for delinquent tuition accounts may be implemented as warranted by the individual situation.

Parent Signature

Date