



**ST. FRANCIS – ST. HEDWIG SCHOOL**  
Growing Together in Faith and Knowledge

## TUITION, FEES AND SUBSIDY GUIDELINES

### TUITION POLICY

The tuition schedule for the upcoming academic year is provided to parents/guardians at time of registration or re-registration for the upcoming school year. Payment plans are available to assist families in meeting their financial obligation to St. Francis – St. Hedwig School. Election of any particular payment plan does not alter the Tuition Refund Policy.

*One Payment Plan Option:*

Annual tuition is paid in one installment due June 1, 2011.

*Two Payment Plan Option:*

Annual tuition is paid in two equal installments due June 1, 2011 and September 1, 2011. This payment plan is free of interest charges if payments are made on a timely basis. **A FINANCE CHARGE OF \$15.00 PER MONTH WILL BE CHARGED ON DELINQUENT ACCOUNTS, IF PAYMENT IS NOT RECEIVED BY THE 15<sup>TH</sup> OF EACH MONTH.**

*Ten Payment Plan Option:*

Annual tuition is paid in ten (10) equal installments due the first of each month beginning June 1, 2011 and ending March 1, 2012. **A FINANCE CHARGE OF \$15.00 PER MONTH WILL BE CHARGED ON DELINQUENT ACCOUNTS, IF PAYMENT IS NOT RECEIVED BY THE 15<sup>TH</sup> OF EACH MONTH.**

### TUITION REFUND POLICY

For those who withdraw their child before October 1<sup>st</sup> of the current school year, there is a 90% refund of the tuition paid for the current school year. It is the policy of St. Francis – St. Hedwig School that no tuition refunds are issued for withdrawals after October 1<sup>st</sup> of the current school year. **EXCEPTIONS TO THIS POLICY MUST BE APPROVED BY FATHER SLUSZ.**

### TUITION DELINQUENCY POLICY

Tuition billing statements reflecting tuition and fees owed are sent to parent/guardians for each academic year. At the time of registration or re-registration, a Tuition and Fee Schedule and information concerning Tuition, Fee and Subsidy Policies are provided to Parents/Guardians. The signature of the parent(s)/Guardian(s) on the form concerning information in the Parent/Student Handbook indicates that you have read, understand, and agree to abide by the Tuition/Fee/Subsidy policies in effect for the academic year. Failure to meet your financial obligation to St. Francis – St. Hedwig School will result in the following:

1. A late charge of \$15.00 per month will be charged on delinquent accounts. This amount will be added to the balance owed.
2. If an account is two months or more past due, a tuition arrears notice will be sent.
3. If an account is three months or more past due, the matter will be turned over to the Pastor. In this case you will be expected to contact Father Slusz at 203.729.4543 to schedule an appointment to meet with him to discuss the resolution of the delinquency.
4. At time of re-registration for the upcoming school year, if you are delinquent in meeting your financial obligation to St. Francis – St. Hedwig School for the current school year, the re-registration form will not be accepted.
5. If you are delinquent in meeting your financial obligation to St. Francis – St. Hedwig School, your child will not be allowed to return to St. Francis – St. Hedwig School after the Christmas break unless the amount of delinquent tuition is paid in full by December 31, 2011.

6. If you have failed to meet your total financial obligation to St. Francis – St. Hedwig School for the current school year by June 30, 2012 your child will not be allowed to return to St. Francis – St. Hedwig School for the 2012 – 2013 school year.
7. If all efforts made by the Business Office and Father Slusz to collect delinquent tuition have failed, the matter will be turned over to a collection agency for resolution.

### FEE POLICY

A registration fee for **NEW** pre-School to Grade 8 students is charged and is due at time of registration. Registration forms for new students will not be accepted if the registration fee has not been paid.

### SUBSIDY POLICY

Families who are parishioners of St. Francis of Assisi Church are expected to use parish contribution envelopes and will be responsible for a subsidy payment in the amount of \$250.00 per child, **in addition to the tuition**, if delinquent in regular use of the parish contribution envelopes.

Families who are parishioners of St. Hedwig Church are expected to use parish contribution envelopes and will be responsible for a subsidy payment in the amount of \$250.00 per child, **in addition to the tuition**, if delinquent in regular use of the parish contribution envelopes.

Families who are registered in a parish, other than St. Francis of Assisi or St. Hedwig, are responsible for a subsidy payment in the amount of \$250.00 per child, **in addition to the tuition**. The parish, in which you are registered, will be billed for the subsidy payment. If the subsidy payment is denied by your Pastor, you will be responsible for this subsidy payment.

