

# 2018–2019 Butte Central Catholic Schools Tuition & Fees Policy

(Effective Date: 07/01/2018)

## General Information

The information provided in Butte Central Catholic School’s (School) Tuition and Fees Policy (Policy) is developed in concurrence with the Diocese of Helena (Diocese) Tuition and Fees Policy. The School reserves the right to adjust any or all fees at any time. Also the School and/or Diocesan policies relating to tuition and fees are subject to change without any prior notice.

Families seeking quality education often consider a non-public school. These families understand the benefits of a Catholic education---smaller class sizes, excellent teaching, close student-teacher relationships, a sense of community, and a Christian environment. They are also aware of the costs, and many parents are justifiably concerned about their ability to afford a Catholic school. The School is committed to providing an education to a socio-economically diverse student body. Our financial aid program is designed to promote this goal.

Catholic school education is a choice for families. The school, local parishes, and the families make significant financial sacrifices to support this choice. Our policies and philosophy attempt to ensure that each family is subject to the same guidelines as we evaluate the needs of all families in our school.

Any family with a child(ren) attending the School is required to have a signed Tuition Agreement and Payment Preference Form (Agreement) on file in the School’s Business Office. The Agreement establishes, the annual tuition assessment, along with an agreement to comply with all School and Diocesan policies and regulations, including those governing tuition delinquencies. Failure for a family to complete an Agreement will constitute denying student enrollment into the School until such Agreement is completed.

***A family’s Agreement is due, to the School’s Business Office, by the first Friday in August prior to the start of the new academic school year.***

Failure to complete a formal Agreement will result in denying a child(ren) enrollment into the School until the Agreement is complete.

Under no circumstances shall an active and practicing Catholic student/family be denied admission to School solely on the basis of their ability to pay tuition. Each family with a child(ren) attending the School is required to communicate directly with the Business Office to arrange their formal Agreement.

A family’s financial information will be maintained with strict confidentiality, when determining scholarships, financial aid, and in the development of a formal Agreement. Such information will be available to Administrative and Business Office staff only. Under no circumstances will members of the School’s Advisory Board, Finance Committee or School Faculty/Staff be aware of individual tuition information, including family tuition assessments, obligations, payments, reduction, or relief.

While the School’s Finance Committee establishes the tuition and payment schedules, as well as, the procedures for tuition collection, the Business Office may recommend to the Administration variance from those procedures and schedules in cases where strict compliance would result in financial hardship to certain families. The Business Office will consult with the Administration prior to making such arrangements. All families are to be treated courteously, fairly and equitably.

## Tuition and Fees

The 2018/2019 Tuition and Fees are listed below. A family’s Tier Level is based upon total family income, which includes Adjusted Gross Income, as shown on Line 37 of a family’s Federal Income Tax Filing (IRS Form 1040), along with any child support and other non-taxable income. Families must provide verification of income when establishing their Tuition Agreement. If proof of income is not provided, the tuition will be set at the “Tier 1” level.

| High School (Grades 9 - 12)                              |                                   |          | Grade School (Grades K - 8)      |                         |         |
|--|-----------------------------------|----------|----------------------------------|-------------------------|---------|
| Tier   | Income Level                      | Tuition  | Tier                             | Income Level            | Tuition |
| 1  | AGI \$80,000 or Greater           | \$6,000  | 1                                | AGI \$80,000 or Greater | \$5,000 |
| 2  | AGI up to \$79,999                | \$4,000  | 2                                | AGI up to \$79,999      | \$3,000 |
| IES  | Exchange Student – Tuition        | \$14,760 | K                                | Kindergarten Fees       | \$2,175 |
| IES  | Exchange Student – Dorm/Host Fees | TBD      | PK2                              | 3-Day Preschool Fees    | \$975   |
|  |                                   |          | PK3                              | 2-Day Preschool Fees    | \$750   |
| AGI = Adjusted Gross Income (Line No. 37, IRS Form 1040) |                                   |          |                                  |                         |         |
| Graduation Fees (12th Grade Only)                        |                                   | \$225    | Graduation Fees (8th Grade Only) |                         | \$40    |
| Book Rental & Technology Fees                            |                                   | \$240    |                                  |                         |         |

# 2018–2019 Butte Central Catholic Schools Tuition & Fees Policy

(Effective Date: 07/01/2018)

## International Exchange Students

International exchange students are defined as students who are not U.S. citizens and whose primary residence is outside the United States. International exchange students are a welcome addition to our school system. Besides tuition, these students will also pay fees associated with the cost of living in the School's dormitory.

## Multiple-Student Discount

The multi-student discount is provided to families with three (3) or more children attending School in First (1<sup>st</sup>) through Twelfth (12<sup>th</sup>) grades. Preschool and kindergarten students are not included when determining the multi-student discount. Listed below is the multi-student discount based upon the number of children attending.

| No. of Students<br>(1 <sup>st</sup> through 12 <sup>th</sup> ) | Tuition<br>Discount |
|--|---------------------|
| 3  | \$1,800             |
| 4  | \$2,400             |
| 5  | \$3,000             |
| Greater than 5   | Add \$600/Student   |

## Catholic Student Discount

The School will provide a per student discount for Catholic families who are active in their local Catholic parish life. An active family contributes time, talent, and treasure to their parish. In order to qualify, the family must complete the annual Catholic Discount Form, including having it approved at their parish office. The local Catholic parishes include: Butte Catholic Community North (St. Patrick and Immaculate Conception), Butte Catholic Community Central (St. John the Evangelist and St. Joseph), Holy Spirit Parish, and St. Ann Parish. Listed below is the Catholic discount per student.

| Grade<br>Level                           | Catholic<br>Discount |
|--|----------------------|
| Kindergarten                             | \$200                |
| 1 <sup>st</sup> through 8 <sup>th</sup>  | \$350                |
| 9 <sup>th</sup> through 12 <sup>th</sup> | \$500                |

## Financial Aid

Financial assistance is provided by the parishes and schools to reduce the cost of our Catholic school education. Few families find it "easy" to pay tuition at Butte Central Catholic Schools (School.) Most adjust their spending priorities, maximize both parents' earnings, and carefully manage assets to do so. The School would like to provide firm guidelines to help parents decide whether to apply, but have found that each family's combination of circumstances is unique. The most helpful guideline comes from a family's own knowledge of their finances.

Financial aid is need-based and can include a combination of cash and non-cash grants. Financial aid is available to those who apply for a formal and objective evaluation of a family's financial need. Financial aid will be distributed in a manner that is socially just and fair. No family shall receive a full tuition grant and all families are required to remunerate some level of tuition. When applicable, a parish pastor may determine an amount, of parish subsidy support to the School, be given to the School for families unable to pay full tuition. Financial aid is limited and awarded through the Business Office. Please contact the Business Office 406-782-6761 for more information.

## Additional Fees Assessment

In addition to tuition, some family's tuition assessment will include additional fees as recommended by the School's Finance Committee and approved by the Advisory Board. The following fees and associated explanations are included in a family's annual tuition assessment, if applicable. These fees are not eligible for financial assistance.

### High School Book & Technology Fees:

The high school book fee for 2018/2019 is \$240. This fee covers costs including annual book rental, technology costs (i.e. internet, printers, copiers, etc.) for student usage, English book reading fees, and other miscellaneous instruction costs throughout the school year.

# 2018–2019 Butte Central Catholic Schools Tuition & Fees Policy

(Effective Date: 07/01/2018)

## Senior Graduation Fee:

The Senior Graduation fee for 2018/2019 is \$225. This fee covers the costs associated with senior activities throughout the year including graduation ceremonies (diplomas, awards, etc.), and their senior retreat, etc.

## 8th Grade Graduation Fee:

The 8<sup>th</sup> Grade Graduation fee for 2018/2019 is \$40. This fee covers costs including student retreat and graduation ceremonies (diplomas, awards, etc.)

## **Tuition Relief**

The School may grant tuition relief to families or students regardless of sex, race, color, or creed, who fail to be either eligible or approved for financial assistance through any other School approved program, i.e. extended payment plans, financial assistance, work study, and/or scholarship and who meet the eligibility criteria. Tuition relief is discretionary and limited by the overall available resources of the School. Eligibility of tuition relief will be established by the School Administration and approved by the School's President.

## **Refund of Fees for Withdrawal from Butte Central Catholic Schools**

The withdrawal process begins by notifying the respective Principal's Office. The date used in determining the amount of tuition and fees to be credited is the official withdrawal date as recorded by the Principal's Office. Refunds of tuition shall be made in a timely manner by semesters. If a student has been enrolled for any part of a semester, no refund shall be made for that semester. A refund shall be made for the remaining semester.

## **Payment of Tuition and Fees**

A check, certified check, money order or electronic payment are acceptable forms of payment for tuition and fees. VISA, MasterCard, and Discover credit card payments are also accepted. For payments using a credit card, associated credit card processing fees may apply.

One of the following methods can be established for paying tuition and fees:

- Payment-in-full at the beginning of school year,
- Semester payments at the beginning of each semester, or
- Automatic (electronic) payments through FACTS.

Families electing to pay monthly **are** be required to pay using FACTS. Payments can be made on the 5th, 12th, 20th or 26th of each month, or can be split by utilizing the bi-monthly payment option. Any requests for changes to a family's FACTS account, i.e. change in banking information, payment changes, etc. must be communicated to the Business Office no less than five (5) business days prior to the next scheduled payment attempt through FACTS.

A family's registration is not complete until finalization of the Tuition Agreement has been received by the School's Business Office. The Agreement is due to the School's Business Office by the first Friday, in August, prior to the start of the new academic school year. All payment arrangements must be completed by the closing of the School's fiscal year which is June 30 of each academic school year; unless an alternative payment arrangement has been approved by the Business Office.

## **Late Registration**

A late fee of \$100 will be assessed to a family who does not complete a formal Agreement, by the deadline indicated within this Policy. Also, failure to complete a formal Agreement, by the first day of school, will result in the child(ren) being denied admission until the Agreement is complete.

## **Dishonored or Returned Checks**

A processing fee of \$35.00 will be assessed on any check returned from the School's banking institution as a result of insufficient funds, closed bank account, etc.

## **Tuition & Fee Statements**

Tuition statements will be sent monthly either electronically via email, or by U.S. Mail. Families are responsible to keep the School current with changes relating to telephone numbers, mailing address and email address as they occur. Statements will be sent out during the first week of each month. Failure to make timely payments will result in finance charges / late fees on unpaid and/or delinquent balances.

# 2018–2019 Butte Central Catholic Schools Tuition & Fees Policy

(Effective Date: 07/01/2018)

## **Tuition Delinquency / Non-Payment**

The Business Office may use whatever means necessary to collect tuition; a serious and charitable effort will be made to collect tuition. The School retains the legal ability to charge interest, late fees, or penalties on any delinquent tuition account.

Families who do not remit regularly scheduled tuition payments, as determined by their signed Tuition Agreement and Payment Preference Form, will be considered delinquent and are subject to incurring late fees. Also, families with delinquent tuition balances may be subject to the following: (1) non-admittance into School, (2) withhold academic grades, or (3) secure any transcript, diploma or other academic records, until the appropriate payment has been made or an alternative payment arrangement has been developed and approved through the Business Office.

Families withdrawing from the School still owing tuition, or other School related charges, will not be permitted to: (1) receive academic grades, or (2) secure any transcript, diploma or other academic records until the full amount due has been paid, or a satisfactorily alternative payment arrangement has been developed and approved through the Business Office.

### **Current Year Tuition Delinquency:**

A tuition payment will be considered delinquent when it is more than sixty (60) calendar days behind its payment schedule. The following steps will be taken by the appropriate School administrative personnel in handling tuition delinquencies:

1. The responsible person(s) for tuition payments shall be contacted by the School's Business Office via telephone, email and/or U.S. mail notifying them of the delinquency.
2. If, after seven (7) calendar days there is no response from the responsible person(s), the School's President shall send a delinquency letter, tuition account statement and copy of the School's delinquency policy via certified mail.
3. If, after ten (10) calendar days, from the date of the certified letter, there is no response from the responsible person(s), the President shall direct the School principal(s) to contact the parent(s) / guardian(s) and inform them that their child(ren) are being withdrawn from School due to the tuition delinquency.
4. The School will initially pursue an alternative payment arrangement, as discussed under the Prior Year(s) Tuition Delinquency and Collection Policy described below.

### **Prior Year(s) Tuition Delinquency:**

A tuition payment considered delinquent and pertaining to prior fiscal year(s) are considered a prior year(s) delinquency. This type of delinquency, subject to this policy, should be due to extraordinary circumstances whereby collection is reasonably certain over the near term. Person(s) responsible for the obligation should be working closely with School's Business Office to resolve the delinquency.

In general the following shall apply:

- Amounts due can be paid monthly over a period of up to eighteen (18) months,
- Person(s) responsible shall sign a promissory note acknowledging the responsibility for the delinquency and the repayment schedule, and
- Payments must be made through the FACTS.

Butte Central Catholic Schools and/or the Diocese of Helena policies relating to tuition and fees are subject to change without any prior notice.