

## Tuition Policy of St. Luke School

It shall be the responsibility of each school family to keep the Parish Business Manager informed of their need to make any changes in their Tuition Payment Option or adjustment in the amount of tuition expected to be paid.

### TUITION PAYMENT OPTIONS:

- 1. FULL TUITION** payment checks are to be made payable to **ST. LUKE SCHOOL** (Mail to: 421 East 38 Street, Erie, PA 16504) and must be received on or before **July 1, 2011 (include signed contract with your payment)**.
- 2. FACTS** tuition payment system (\$38 charge) is for those families who do not pay the full amount of tuition by July 1<sup>st</sup>. Automated monthly or quarterly payments through checking, savings, or credit card accounts need to be arranged by filling out a FACTS form by **May 13, 2011**, or by contacting the Parish Business Manager to make personal payment arrangements (**include signed contract with your form**).

**MANDATORY PARTICIPATION IN ONLY SCHOOL FUNDRAISER - CRUSADER CASH:** Each school family is required to sell or purchase **40** tickets for this annual fundraiser which benefits all **students**. **This year your tuition contract will include this \$200 up front.** If you do not receive your 40 tickets or need more, please call the school office @825-7105.

**MINIMUM GIVING PROGRAM:** To be considered a subsidized family (parish family) and receive the subsidized family tuition rate, families are asked to contribute \$7 per week (**\$364 per year**) in the Sunday offering. \$182 by June 30th and \$182 by December 31st. A monthly “direct payment” option is available. If families fail to meet this commitment to St. Luke Church, they will be charged the non-subsidized rate of tuition.

**REGISTRATION FEE:** All families registering a new student at St. Luke School are required to pay a **\$60** non-refundable registration fee per student.

**LATE PAYMENT FEES:** A **\$30** fee is assessed by FACTS to your account for each insufficient fund or closed account transaction.

**RETURNED CHECKS:** A **\$25** fee will be assessed by St. Luke for processing checks returned by the bank for non-sufficient funds or closed accounts.

**OUTSTANDING TUITION:** Families who have missed two scheduled payments have 14 days after the second missed payment to make suitable payment arrangements, or distribution of report cards and/or transcripts may be withheld. Parents of all 8<sup>th</sup> grade students must fulfill all financial obligations prior to graduation or students may not receive signed diplomas and/or mailing of transcripts for high schools may be denied. Families may not reregister for the following school year unless tuition is current. In cases of unexpected withdrawal with refusal to pay, the account will be sent to a collection agency and/or Erie Credit Bureau.

**TUITION REFUND POLICY: Families Who Enroll But Fail to Start the Year:** All advance tuition paid will be refunded. **All Other Cases:** Should a family withdraw during the school year, tuition refunds will be pro-rated from the start of the school year through the end of the month of the actual withdrawal date. Refunds will be based on one-ninth (1/9) of the family tuition rate times the number of non-attendance school months remaining.

**TUITION ASSISTANCE** from St. Luke Education Fund to parish families in need (when funds are available) can be requested by completing an application, available in the parish office or on the school’s web site, [www.slserie.org](http://www.slserie.org). This form can only be submitted to St. Luke Church **after tuition rates are announced**. Please return your application with required federal tax form attached by June 1st in order to be considered for this assistance.

**STAR FOUNDATION/BISHOP’S GRANT TUITION ASSISTANCE** (for Pre-School through Grade 8) from the Diocese of Erie can be requested by completing an application available in the parish office or on the school’s web site, [www.slserie.org](http://www.slserie.org). This form must be mailed to the independent computer firm or delivered to the Diocese by **March 1st** for the following year.