

GUIDELINES FOR TUITION COLLECTION

Approval Date: March 11, 1999

Review Date: March 20, 2023

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Guidelines Statement

Springfield Catholic Schools provides three options for tuition payment for pre-school, elementary, middle school, and high school students.

- Option 1: The one-payment option allows families to be invoiced on June 1st, for the full tuition amount, due by June 15th.
- Option 2: The two-payment option allows families to be invoiced on June 1st, for 1st semester tuition, due by June 15th and 2nd semester will be invoiced January 1st, due by January 15th.
- Option 3: Monthly payments through the 529 monthly plan or FACTS Tuition Payment Plan will automatically be withdrawn over eleven (11) months, beginning in July and continuing through May, for elementary, middle school, and high school students, and/or ten months for pre-school students, from the family's financial account for tuition. Enrollment must be completed online. FACTS will charge a yearly fee for this service, which will be paid through a separate automatic withdrawal. If funds are not in the family's financial account, FACTS charges a Missed Payment Fee and the bank may charge an Insufficient Funds Fee. FACTS will continue to make attempts to process tuition payments.

Springfield Catholic Schools will charge a convenience fee to families who choose to pay tuition with a credit or debit card.

The Springfield Catholic Schools Central Office will notify the family of any tuition account overdue 30 days.

At the end of each quarter, family accounts will be reviewed and any family who has not fulfilled their existing tuition contract may not continue their education at Springfield Catholic Schools until satisfactory tuition arrangements are made.