



## Tuition and Fees Policy

All tuition arrangements for students attending Regis Catholic Schools need to be made at the Regis Catholic Schools Central Office located at 2728 Mall Drive, Ste 200, Eau Claire, WI 54701. Any questions regarding to tuition should be directed to the Enrollment & Tuition Coordinator at (715) 830-2273, ext. 1400.

**Any outstanding fee/fines from the prior school year need to be resolved prior to the start of each school year. No student will be allowed to participate in extra-curricular activities or attend class until all fines and fees have been resolved.**

### **Tuition Assistance (St. Benedict Tuition Scholarship)**

Families seeking tuition assistance for the next school year need to complete a FACTS Grant and Aid assessment application by April 20. Applications must be submitted annually in order to be considered for tuition assistance. The application can be found by going to <https://online.factsmgt.com/signin/3FDS3>. Regis Catholic Schools uses an external agency to help determine the amount of tuition a family should be able to pay. Any family requesting tuition assistance is required to submit a FACTS Grant & Aid Assessment application and to apply for Free and Reduced Lunch (forms available at each Regis Catholic Schools' school office). Families may also consider contacting their pastor for the possibility of additional financial assistance.

### **Tuition Management Program**

Regis Catholic Schools utilizes the FACTS Tuition Management Company to manage the collection of tuition and fees. The FACTS Tuition and Management Company allows families anytime access so they can view their account balance, review transaction history, receive payment reminders, and set up automatic payments via credit card or automatic bank draft. Families can choose their own payment options, including the payment date (the 5<sup>th</sup> or 20<sup>th</sup> of each month), the number of payments (1 month through 12 months) and the method of payment (credit card or ACH). The FACTS payment plan provides a benefit for families by budgeting timely tuition payments. All families are required to create their online FACTS Tuition account to set up tuition payments. This must be completed prior to the start of school.

### **Delinquent Tuition and Fees Policy**

#### **Non-Payment of Tuition**

Regis Catholic Schools relies on the timely collection of tuition and fees in order to provide quality Catholic education to our students. Therefore, when tuition payments are not made in a timely manner and accounts become delinquent, the general school finances are adversely affected. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the Enrollment & Tuition Coordinator as soon as possible to make alternate payment arrangements.

When payments are not made according to the previously selected payment plan option, the following steps will occur:

#### **1. 30 days past due**

The family is considered past due when the account is 30 days beyond the scheduled payment due date. The following action will be taken:

- A late payment fee in the amount of \$25 will be assessed to the account.
- The family will receive an email from the Enrollment & Tuition Coordinator reminding the parent/guardian of the missed payment.
- It is the responsibility of the family to contact the Enrollment and Tuition Coordinator to correct the situation or make an acceptable alternate plan for payment.

- FACTS will attempt payment on the alternate payment date (either the 5<sup>th</sup> or 20<sup>th</sup> of the month).
2. **60 days past due**  
When the family tuition account is considered to be 60 days past the scheduled payment date under the previously selected payment plan option, the following steps will occur:
- An additional late payment fee in the amount of \$25 will be assessed to the account
  - The family will receive a written notification that their account is past due, along with a copy of this policy.
  - It is the responsibility of the family to contact the Enrollment and Tuition Coordinator to correct the situation or make an acceptable alternate plan for payment.
  - The family's pastor will be informed of the account balance and activity.
3. **90 days past due**  
When the family tuition account is considered to be 90 days past the scheduled payment date under the previously selected payment plan option, the following steps will occur:
- An additional late payment fee in the amount of \$25 will be assessed to the account.
  - The family will receive a written notification that their account is past due, along with a copy of this policy.
  - The family's pastor will be informed of the account balance and activity.
  - Students will not be eligible to participate in extra-curricular activities. Athletic director, coaches and club advisors will be informed of ineligibility but not the cause.
  - Students will not be permitted to participate in extra-curricular activities for the remaining academic school year until the balance is paid in full or an acceptable alternate payment plan has been received and approved.
  - Report cards and transcripts will be withheld until the balance is paid in full or an acceptable alternate payment plan has been received. School office personnel will be informed not to release these records.

### **Families with Grade 12 Students**

The tuition and fees for senior students must be current by May 15. Senior students with past due balances will not be permitted to receive a diploma or transcripts until their balance is paid in full or acceptable payment arrangements have been made.

### **End of School Year Balances**

It is the expectation of Regis Catholic Schools to have all tuition and fees paid in full no later than June 30. The following steps will be taken for those families with unpaid balances who have no acceptable alternate payment plan on file:

- Family will receive written notification that their account is past due, along with a copy of this policy.
- Report cards and transcripts will be withheld until the balance is paid in full or an alternate payment plan has been received and approved.
- Students will not be permitted to participate in extra-curricular activities or attend class in the fall until the balance is paid in full or an alternate payment plan has been received and approved.
- Families not returning to Regis Catholic Schools for the next academic school year will have their account turned over to a collection agency.

Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. (See Diocesan Policy DSP 1391/1392)