



Queen of Martyrs Catholic School
3550 W. 103rd Street
Evergreen Park, IL 60805
708-422-1540

Tuition & Fee Policy 2018-2019

The operation of Queen of Martyrs Catholic School is primarily tuition driven; therefore, parental commitments to their tuition and fee obligations are crucial to the school's continued operation and vitality. The tuition and fees for Queen of Martyrs Catholic School are examined and determined annually by the school administration and the Office of Catholic Schools. As it is the responsibility of the Principal and Pastor to ensure that adequate financial resources are available for the school, tuition is determined each year based upon the funding needed to operate the school. Affordability for families is also a significant consideration.

For this school year, tuition and fee revenues cover approximately eighty percent of the school's budgeted operating income. Thus, the additional revenue needed to fund the other twenty percent must come through fundraising and donations.

The following policies are in effect for tuition and fees:

Tuition & Fees Payments

There are many basic payment options to make tuition & fee payments. All tuition payments are received and processed through FACTS; a tuition management service. FACTS is the contracted provider Queen of Martyrs Catholic School uses for administering its tuition and fee programs. FACTS will assess a sign-up fee for using their service. Example of payment plans are as follows:

- Families can select a 10, 11, or 12-month Payment Plan – the 12-month plan begins in June; the 11-month in July and the 10-month in August
- Families can also choose their own monthly due date
- A Quarterly Plan (four payments), Semester Plan (two payments) & Full Payment Plan are also options

Late Payments

All families are responsible for satisfying their tuition obligation to Queen of Martyrs Catholic School on a timely basis. All payments are due on the date as indicated on your FACTS enrollment agreement. **If payments are not received within five days of the date due, a late fee of \$30.00 will be assessed by FACTS.** Queen of Martyrs Catholic School does not charge this fee and cannot waive this fee either.

It is the family's responsibility to notify the principal if special circumstances arise thus making it difficult to meet tuition and fee obligations. Special arrangements and/or adjustments to the family's original payment agreement may sometimes be required. **If you need to change your due date at any time, please contact the school office and we can help you so that you do not incur a late fee from FACTS.** Alternative financial arrangements must be made in writing by the family and agreed to by the principal prior to implementation.





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Tuition Delinquency

Unless prior arrangements are made with the Principal, the following consequences will be imposed should your tuition & fee account with Queen of Martyrs Catholic School become one month or more in arrears:

- Student report card will be held in the office.
- Access to Powerschool will be suspended

If accounts are 60 days or greater in arrears, the following actions will be taken:

- Student will be removed or restricted from all extracurricular activities such as class trips, sports or club activities.
- School attendance will be interrupted whereby parents/guardians will be required to keep their child(ren) at home until all financial obligations are paid-in-full and tuition, fees and any other financial obligations (athletic fees, fundraising obligations and/or equipment) are made current.

Should a family wish to transfer their child to another school due to financial delinquencies, no official school records will be released until all outstanding financial obligations with Queen of Martyrs are satisfied. Furthermore, all textbooks, sports fees or uniforms, and any other items belonging to the school must be returned to the school before records will be released.

Eighth Grade Delinquent Tuition and Fees

Eighth grade students with tuition or fees delinquent after May 1 will be denied participation in all eighth grade graduation activities and ceremonies.

Registration Fee

All families will be required to pay a non-refundable registration fee of \$100 along with the registration form. IF the school does not have the registration form and the fee, the student is not considered enrolled for the upcoming school year.

Fundraising Obligation

As tuition does not cover the full cost to education a child at Queen of Martyrs Catholic School, each school family is required to sell/purchase \$500.00 in raffle tickets.

Lunchroom Supervision Fee

Each family is required to pay a \$50.00 fee for lunchroom supervision for the year. This will cover the cost of paying for supervisors during the lunch periods each day.

Technology Fee

Each family is required to pay a \$50 technology fee. This will cover the cost of maintaining and updating our equipment and software.

Refund Policy

For students who withdraw from Queen of Martyrs Catholic School, tuition refunds will be issued on a monthly basis. IF a student withdraws prior to the first day of school, any tuition amount paid will be refunded. Tuition is required for any month in which a student is in attendance regardless of the number of days. Refunds will be issued only for those months there was no attendance providing an official request for transfer or withdrawal has been received.





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Tuition Assistance

Queen of Martyrs Catholic School has a **limited** amount of funding to offer financial aid to qualified students whose families demonstrate financial need. A student/family must be in good academic and disciplinary standing to be considered for assistance. A family's past track record volunteering for parish & school events will be considered when awarding financial aid. Note: A completed FACTS application does not automatically qualify a family for financial aid nor does it guarantee an award will be given.

Interested families are to complete the on-line FACTS Grant & Aid Assessment to be considered for financial assistance should any funds be available. They will also be required to fill out an application that is available through the school office. All applications for financial aid should be filed **no later than August 3rd**.

After a review and evaluation of all applicants is completed, a report will be generated indicating eligibility and allocation award amounts, if any funds are available. If a family is to receive financial assistance, they will be notified by the school as to the terms. IF a family agrees to accept financial aid, they will be required to perform additional fundraising and/or service hours.

Note that students'/families' accounts with past due financial obligations from previous school years will not be considered for financial aid should any funds exist, until their account is made current. In addition, if a financial assistance award has been granted to a family, that award may be revoked or will otherwise not be awarded should any tuition and/or fees become past due.

At times, financial aid is awarded to families based upon need and available funds. If at any time it is determined that a family openly discusses with and divulges their financial aid arrangement with another family, said family will have their financial aid completely revoked, thus making them liable for full tuition and fees for the school year.

Carry Over Tuition

Carrying over a tuition balance is highly discouraged. If there is a balance of tuition or fees from the previous school year or prior, the balance(s) must be paid in full by August 10th, before a student is allowed to participate in the current school year.

I/We have read this agreement and clearly acknowledge Queen of Martyrs Catholic School's Tuition and Fee Policy and are in agreement with all terms outlined in this agreement.

Agreement Confirmed:

Parent/Guardian Signature

Print Name

Date Signed _____

