



# SAINT JAMES SCHOOL

2020-2021 School Year

As a parent/guardian of a Saint James School student, you accept full responsibility for the payment of all tuition, lunch and extended care program (ECP) fees incurred by your student. Furthermore, each parent/guardian agrees to make said payments in a timely manner via the FACTS Tuition Management Program or payment in full to the Principal upon registration.

## **Delinquent Tuition Policy**

If unforeseen financial difficulties arise, families should immediately contact the Principal to arrange for alternate payment plans if necessary. Saint James School strives to work with families; however, we require adequate cash flow to meet financial commitments so families must communicate with the school, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the approved payment plan.

If tuition, lunch and/or ECP payments have consistently been disregarded by parent(s)/guardian(s) who appear to be able to pay or who have not sought remission of all or part of the tuition, the Pastor, in consultation with the Principal and Superintendent of Maine Catholic Schools, may request the parent(s)/guardian(s) to withdraw the student from Saint James School. A student with any past due balance from the previous year or current year, may not be allowed to begin the school year until their account is brought current.

## **Student Withdrawal Policy**

The cost of your student's education is a full school year expense. Please note that before the school year begins books and supplies are purchased, teachers are hired, and classrooms are prepared in anticipation of each student's full-year enrollment.

The policy for families that pay tuition on the monthly FACTS plan and who withdraw their student before the end of the school year are financially responsible to pay the tuition up to and including the month of withdrawal, for example:

<b>Withdrawal Month</b>	<b>Payments Due</b>
Withdrawal in October	Payments due from July through October
Withdrawal in March	Payments due from July through March
Withdrawal after April 1 <sup>st</sup>	No refunds

For families that pay tuition in full, the responsible party must advise the Principal by July 31<sup>st</sup>, if the student will be withdrawing in order to receive a full refund of tuition paid.

- If the student is withdrawn by the first day of school, 5% of the tuition is non-refundable.
- If the student is withdrawn between the first day of school and the end of the second quarter, 50% of the tuition is non-refundable.
- If the student is withdrawn after the end of the second quarter, 100% of the tuition is non-refundable.



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Extenuating circumstances regarding the withdrawal of a student will be handled on a case by case basis by the Principal, in consultation with the Pastor and Superintendent of Maine Catholic Schools.

**Instructions:** Please complete, sign and return to the St. James School at the time of enrollment. To determine the Percentage of Responsibility: if both parents/guardians share 100% of the financial responsibility jointly, please list 100% for each parent; if each parent/guardian has an individual responsibility, list each parent's Percentage of Responsibility. If financial responsibility is split, each party may complete a separate agreement but the total must combine to 100% of the student's tuition and fees obligation. Each financially responsible party must return a completed agreement with his/her signature.

Financially Responsible Parent/Guardian 1		Financially Responsible Parent/Guardian 2	
Name:		Name:	
Address:		Address:	
Contact Phone:		Contact Phone:	
Relationship to Student:		Relationship to Student:	
Name of Student(s):		Name of Student(s):	
Signature Parent/Guardian		Signature Parent/Guardian	
	% Responsibility		% Responsibility
Tuition		Tuition	
Lunch Program		Lunch Program	
Sports/Activity Fees		Sports/Activity Fees	
Extended Care Fees		Extended Care Fees	

Each family commits to paying the published tuition rate. Tuition costs are set yearly, usually in March. Families may pay in full or choose an installment payment plan through the FACTS Tuition Management Program. The first tuition payment is due on or before July 1<sup>st</sup>. Payment for other fees and charges are due when incurred. Notification will be sent by email to the financially responsible party(ies) if/when there are unpaid charges for which payment is due.