

# *Trinity Catholic Academy*

## *Financial Responsibility Agreement 2019-2020*

### **Tuition**

All Tuition payments will be made through FACTS Tuition Management Company at <https://online.factsmgt.com>. Payments through FACTS Tuition must be made either through an automatic bank-to-bank transfer of funds from an authorized checking or savings account or by credit card. Please note that there is a 2.85% convenience fee for any credit card payments made. FACTS currently accepts MasterCard, American Express, and Discover.

### **Payment Options:**

- ❖ **In Full:** One (1) single payment through FACTS Tuition made on July 5<sup>th</sup> or July 20<sup>th</sup>.
- ❖ **Semester Plan:** Two (2) biannual payments through a FACTS tuition payment plan paid on the 5<sup>th</sup> or the 20<sup>th</sup> of July and November.
- ❖ **10 Month Plan:** Ten (10) monthly payments through a FACTS tuition payment plan paid on the 5<sup>th</sup> or the 20<sup>th</sup> of each month starting in July and ending in April.
- ❖ **Biweekly Plan:** Biweekly payments, every Monday, beginning July 2<sup>nd</sup> and ending April 22<sup>nd</sup>.
- ❖ **12 Month Plan:** Twelve (12) monthly payments through a FACTS tuition payment plan paid on the 5<sup>th</sup> or the 20<sup>th</sup> of each month starting in May and ending in April. **NOT ELIGIBLE IF REGISTERING AFTER MARCH 31st**

- **Every family must be enrolled in a FACTS automatic payment plan in order to complete registration.**
- **No cash or checks will be accepted at the school, you must pay online.**
- **If you register for a payment plan after the start of that plan, you must make a deposit equivalent to all payments missed, in order to bring your account up to date.** *For example, if you register for school in September, you will need to make a deposit equivalent to three months of tuition in September (for July, August, and September).*

### **2019 - 2020 Annual Tuition Rates**

#### **Early Education Program**

##### Preschool

	<i>Full Days</i>	<i>Half Days</i>
<i>Five Days</i>	\$7,770	\$4,825
<i>Three Days</i>	\$4,965	\$3,455
<i>Two Days</i>	\$4,140	\$2,765

Pre-K (Five Days)	\$6,770
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#### **Kindergarten\* through Grade 8**

One Student	\$5,270
Each additional student	\$4,670

*\*Additional \$50 for Kindergarten*

- Due to the high cost of the program, no family discounts are available for the Early Education Program.

### **Incidental Expenses**

All payments for any incidentals that arise during the school year such as field trips, athletics, and after school clubs must be made online. You will receive an invoice when charges have been added to your student's account. These fees must be paid in full at the time the invoice is received, as they will not be automatically deducted by FACTS (unless you choose the AutoPay option). The incidental fees will be separate from your tuition payment. Incidental fees are due to FACTS by the date specified on the invoice (**do not send any payments to the school**). A late fee may be assessed if the payment is not received by FACTS by the due date.

## 2019-2020 Fee Schedule

<b>Fee</b>	<b>Amount</b>	<b>Due Date</b>	<b>Notes</b>
Registration Fee	\$100	at the time of registration	per student; nonrefundable
Additional FACTS Account	\$50 per account	at the time of registration	applied if a family wishes to have multiple FACTS accounts
FACTS Payment Plan Extension	\$50 per account	July 1, 2020	for accounts with any balances extending past 6/30/20

### **Extended Day**

All extended day charges will be billed through the FACTS automatic payment plan along with tuition. Payments are due every Monday. Additional information regarding the extended day program will be available at the beginning of the school year.

### **Financial Policies**

Your student's enrollment is dependent upon a financial account in good standing. Should extenuating circumstances occur which inhibit a family's ability to pay any financial obligations, it is the responsibility of the family to contact the Tuition Manager as soon as possible to make alternate arrangements for payment.

No family may return to the school if payments for the previous school year, including all incidental fees, have not been paid in full. Past due balances may be pursued through legal action, and all associated fees will be the responsibility of the family.

No student's name will be added to a class list in August if a FACTS Agreement is not active and current by July 31st. If a response has not been received by July 31<sup>st</sup>, Trinity Catholic Academy will assume that you will not be returning, and your place will be offered to the next family on the waiting list.

### **Consequences for Delinquent Payments**

In the interest of fairness to all our families struggling to send their children to a Catholic school and for us to keep our school financially viable, we must ensure that all tuition obligations are met as planned. Trinity Catholic Academy has a history of working in good faith with families in need, but families are in turn, obligated to communicate with the Academy leadership in committing to the stated tuition plans or agreeing to an acceptable plan in the event of financial difficulties.

Tuition is due by the due date stated in your tuition agreement with FACTS. Tuition is considered delinquent when a payment is missed or returned by your bank. You are responsible for contacting the Tuition Manager when a payment is missed to reschedule the payment. If payment is not made within the month that it is due, according to the payment plan you signed up for, your child's attendance at the Academy may be interrupted until your account is brought up to date.

Our incidental billings are done in arrears, and payment is due by the due date listed on each invoice. If an incidental account is delinquent, participation in all extracurricular activities will be interrupted until the account is brought up to date.

#### For any delinquency existing at May 30<sup>th</sup>:

- Students cannot take final exams and report cards will show an incomplete in each subject. In addition, eighth grade students will not be allowed to participate in graduation ceremonies or receive their diploma.
- Students will be removed from the registration list, if registered for the next year, and may be replaced by a family on the waiting list.

Students will not be accepted for the next school year until all prior year financial obligations are met.

### **Requesting Changes to Your FACTS Payment Plan**

If you need to make changes to the payment withdrawal dates established in the FACTS agreement or other FACTS Program changes, please contact the Business Office by email. All changes must be made in writing. Be sure to allow no less than five (5) business days for the changes to be made before any due dates or times.

## Returned or Non-Sufficient Funds Payments

If your payment is returned to FACTS because of insufficient funds, FACTS will attempt to take your payment for up to two (2) more times on the next available payment date. You will be charged a *returned payment fee of \$30* from FACTS. FACTS will notify you when the returned payment will reattempt along with the fee. (For example, a returned July 5<sup>th</sup> payment will reattempt on July 20<sup>th</sup> and will incur a monthly \$30 returned payment fee, and if returned again will reattempt August 5<sup>th</sup> resulting in **two (2) monthly returned payments fees of \$30** – July & August.)

- If a payment is returned to FACTS two (2) times you must sign onto your FACTS account and make a payment manually, immediately.
- If a check made out to Trinity Catholic Academy for any debt is returned because of insufficient funds you will be charged a *returned check fee of \$30* and will be asked to replace the check with certified funds. The fee must be paid immediately.

## Withdrawals from the Academy

The Academy considers the cost of your child's education as a full school year expense. Books are purchased, teachers are hired, and classrooms are prepared in anticipation of each student's full-year participation. As a result, the Academy has specific policies regarding students who withdraw from school.

Please note that parents or guardians who are financially responsible for the withdrawn student are obligated to pay the tuition due according to the following schedule: **After July 31st, payments are due through the month in which you withdraw based on the standard 10-month payment plan beginning in July and ending in April.** For example, if you withdraw in November, the amount of tuition owed is calculated based on the payment schedule beginning in July through November.

- Families who choose to withdraw their child from the Academy must fill out a withdrawal form available in the main offices.
  - Families are required to notify the main office at least two weeks in advance of a withdrawal date.
  - Tuition must be current before student withdrawals will be processed. School records cannot be sent until tuition is 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 are satisfied. Furthermore, all textbooks, sports uniforms, and any other items belonging to the school must be returned to the school before records will be released.
  - Registration fees are non-refundable
  - Financial Aid and scholarships are not considered tuition payments and will not be refunded in event of withdrawal
  - There is no tuition refund for students expelled for disciplinary reasons
- You are responsible for contacting the Academy's Business Office to cancel your FACTS Payment Plan. If there is tuition due according to the schedule above, the Academy will keep the agreement open to collect tuition until your obligation is met.

## Joining the Academy after the Start of the School Year

Tuition is billed according to the following schedule:

Enrolled before November 15 <sup>th</sup>	Full tuition is due
Enrolled from November 16 <sup>th</sup> to January 31 <sup>st</sup>	75% of tuition is due
Enrolled from February 1 <sup>st</sup> to April 15 <sup>th</sup>	50% of tuition is due
Enrolled from April 16 <sup>th</sup> to the end of school	25% of tuition is due

## **Financial Aid**

Trinity Catholic Academy's financial aid fund is generously provided in part by the Catholic Schools Foundation. Currently, financial aid is available for students in K-2 through Grade 8. Because we dispense Catholic Schools Foundation funds, we are required to follow their guidelines for the distribution of aid. Financial aid will not be awarded to families unless their tuition account is in good standing and payments have been made on a regular basis. In order to maintain your financial aid award you must make your tuition payments on time and be enrolled in both the FACTS Payment Plan and FACTS Grant and Aid system (two separate programs). You can apply for financial aid through your FACTS account at <https://online.factsmtg.com>.

### **Financial aid will be lost if any of the following occur:**

- withdrawal from the Academy
- not active in a FACTS Payment Plan
- financial accounts are not current

### **Business Office Contact Information:**

Email: [tuition@tcabrockton.org](mailto:tuition@tcabrockton.org)

Phone: (508)583-6237

**Return this page only. Please keep the packet for your records.**

## FINANCIAL RESPONSIBILITY AGREEMENT 2019-2020

Student Name \_\_\_\_\_ Grade in September 2019 \_\_\_\_\_

Student Name \_\_\_\_\_ Grade in September 2019 \_\_\_\_\_

Student Name \_\_\_\_\_ Grade in September 2019 \_\_\_\_\_

Student Name \_\_\_\_\_ Grade in September 2019 \_\_\_\_\_

Student Name \_\_\_\_\_ Grade in September 2019 \_\_\_\_\_

### Choose a Payment Plan:

*Please check ONE option*

- In Full**  
One (1) single payment through FACTS tuition made on July 5<sup>th</sup> or July 20<sup>th</sup>.
- Semester Plan**  
Two (2) biannual payments through a FACTS tuition payment plan paid on the 5<sup>th</sup> or the 20<sup>th</sup> of July and November.
- 10 Month Plan**  
Ten (10) monthly payments through a FACTS tuition payment plan paid on the 5<sup>th</sup> or the 20<sup>th</sup> of each month starting in July 2018 and ending in April 2019.
- Biweekly Plan**  
Biweekly payments, every Monday, beginning July 2nd and ending April 22nd.
- 12 Month Plan**  
Twelve (12) monthly payments through a FACTS tuition payment plan paid on the 5<sup>th</sup> or the 20<sup>th</sup> of each month starting in May 2019 and ending in April 2020. **To be eligible for this payment plan, you must register and apply for financial aid by March 1<sup>st</sup>** or you will not receive aid in time to begin your payment schedule.

*By signing this agreement, I (we) the undersigned, understand all terms and agreements set forth. I (we) further understand that I (we) are responsible for the tuition and fees incurred.*

**BOTH PARENTS/GUARDIANS MUST SIGN AGREEMENT.**

\_\_\_\_\_  
*SIGNATURE OF PARENT/GUARDIAN                      PRINT NAME                      DATE*

\_\_\_\_\_  
*SIGNATURE OF PARENT/GUARDIAN                      PRINT NAME                      DATE*