

# Tuition Payment Preference Form

PARENT/GUARDIAN'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

STUDENT(S) Name & Grade in next school year \_\_\_\_\_; \_\_\_\_\_;  
\_\_\_\_\_;

Student(s) name graduating from 8<sup>th</sup> grade in current school year \_\_\_\_\_

## Please check the payment plan and method you intend to use:

### PAYMENT REMITTED TO THE PARISH CENTER:

\_\_\_\_\_ **Payment in full: Single full payment paid at Parish Center due on or before JULY 20th**

\_\_\_\_\_ **Down Payment Option: You may make an initial down payment by JULY 20<sup>TH</sup> paid St Jude *directly to the Parish Center* thus reducing your future monthly payments. Your remaining balance will be processed through the FACTS monthly payments program.**

Note: If full payment is not received by the Parish Center on or before the due date of July 20, then you must have a FACTS account set up in one of the payment options below:

### PAYMENT PLAN & METHODS THROUGH FACTS:

\_\_\_\_\_ **10 automatic monthly checking or savings account withdrawals beginning August. Check one:**  
**(5<sup>th</sup> \_\_\_\_\_) or (20<sup>th</sup> \_\_\_\_\_)**

(The FACTS \$38.00 annual enrollment fee will be automatically deducted from your specified account by FACTS in the first 2 weeks of August)

\_\_\_\_\_ **Semi-Annual Automatic checking or savings account withdrawals: beginning August Check one:**  
**Aug (5<sup>th</sup> \_\_\_\_\_) or 20<sup>th</sup> \_\_\_\_\_) and then again the next semester on Jan (5<sup>th</sup> \_\_\_\_\_) or (20<sup>th</sup> \_\_\_\_\_).**

(The FACTS \$15.00 annual enrollment fee will be automatically deducted from your specified account by FACTS in the first 2 weeks of August)

\_\_\_\_\_ **Credit Card Payments (MasterCard, Discover, Amex) are automatically scheduled monthly payments around the 25<sup>th</sup> of every month. (There will be a convenience fee of \$2.50 per \$100 charged. Contact Parish Center office for credit card enrollment information with FACTS.)**

**AUTOMATIC RE-ENROLLMENT you do not have to complete a new FACTS agreement as long as your bank information is unchanged. Please include any new school year student changes at the top of this form. New tuition amount payments for upcoming school year will be announced by St Jude School Commission when finalized. You will be notified of the new tuition rates and at that time per bulletin announcements. The new amounts and current student information will be electronically reenrolled into FACTS website by the Parish Center. The FACTS \$38.00 (10 Payments) or \$15.00 (2 payments) one-time annual enrollment fee will be automatically deducted from your specified account within 10 days of your agreement being posted to FACTS system – in the first 2 weeks of August)**

I have read and understand the attached tuition policy and agree to make tuition payments for the \_\_\_\_\_ school year according to the option I have selected above.

Responsible Party's Signature

Date

Envelope No.

## ST. JUDE SCHOOL TUITION POLICIES & PROCEDURES

### METHOD OF PAYMENT:

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration.

- A. **Full Payment.** Under this plan, the entire amount of tuition is paid on or before August 1st. This payment is made directly to the Parish Center.
- B. **Monthly Payments.** Under this plan, the entire amount of tuition is paid monthly over a ten (10) month period beginning in August through a third party tuition management company- FACTS. This is an automatic payment plan made through a checking or statement savings account or a variety of credit cards. Those choosing this plan will complete an agreement form from the tuition management company to authorize the automatic monthly payments on either the 5th or the 20th of each month. There is a **\$38.00 enrollment fee** required to activate the payment withdrawals from bank. This fee will be withdrawn within 10 days from start of school in August.
- C. **Semi-Annual Payments.** Under this plan, the entire amount of tuition is paid in two semi-annual payments through a third party tuition management company. The first payment will be in August, the second payment in January. This is an automatic payment plan made through a checking or statement savings account or a variety of credit cards. Those choosing this plan will complete an agreement form from the tuition management company to authorize the automatic monthly payments on either the 5th or the 20th of each month. There is a **\$15.00 enrollment fee** required to activate the payment withdrawals from bank. This fee will be withdrawn within 10 days from start of school in August.

### **NOTE:**

Families choosing the monthly or semi-annual payment plans may make a down payment at the time of school registration to reduce the amount of tuition that is due on a monthly or semi-annual basis.

### LATE PAYMENT:

A family unable to make its required payment must contact the Parish Finance Committee by calling the St. Jude Parish Center at 786-4371. School families who choose the ten month or semi-annual payment plans and miss a payment due to insufficient funds will be assessed a \$25.00 missed payment fee by the tuition management company and may incur a fee from their own financial institution. The missed payment withdrawal will be reattempted within 14 days.

The first semester tuition must be paid by the end of the first semester, mid-January, in order for a family's child(ren) to return for the second semester.

In August, 1999, the St. Jude Parish Council voted unanimously that St. Jude school families who are three (3) or more months delinquent in their tuition by the end of the first semester, and who have made no contact with the St. Jude Finance Committee and/or called the Parish Center regarding their tuition delinquency will be required to do the following. These families must pay not only the entire first semester tuition, but will also be required to pay the entire second semester tuition in advance at the beginning of the second semester, in order for their child(ren) to return to St. Jude School. This advance payment must be paid to the Parish Center one week prior to the beginning of the second semester.

The above policy will also be enforced at the end of the school year with the same requirements. If a school family is three (3) or more months delinquent in their tuition at the end of the school year, and have made no contact with the St. Jude Finance Committee and/or called the Parish Center regarding their tuition delinquency, they will be required to pay not only the entire second semester tuition but will also be required to pay the entire next school year's first semester's tuition in advance in order for their child(ren) to return to St. Jude School. **This advance payment must be paid by August 1<sup>st</sup> prior to the beginning of the school year.**

Furthermore, if any of the above mentioned families fall back into a pattern of tuition delinquency of three (3) or more months delinquent **again** after having been in this category before, they will automatically stay in the "prepayment" tuition category for the entire **period their child(ren) attend St. Jude School.**

**In addition to the above new policies, the following is also applicable to delinquent school tuition. If a school family who has previously left St. Jude School with an outstanding balance wishes to return to St. Jude School at a later date, they will be required to pay the total outstanding tuition balance and will also automatically fall into the above mentioned "prepayment" policy of paying the next semester's tuition in advance. These school families will fall into this "prepayment" category for the entire first year they are in St. Jude School. Furthermore, if any of the above mentioned families who have returned to St. Jude fall back into a pattern of tuition delinquency of (3) three or more months delinquent during their first year back in St. Jude School and have not contacted the Parish Center, they will automatically stay in the "prepayment" tuition category for the entire period their child(ren) attend St. Jude School.**

#### **REGISTRATION/BOOK FEES**

The registration/book fee is due at the time of registration unless special arrangements are made with the principal. If payment is not made in full by the end of the first semester, the students will not be permitted to return to St. Jude School for the second semester.

#### **LATE REGISTRATIONS**

Families registering after August 1 shall be expected to fulfill their tuition obligation according to the tuition policy stated above.