SAINT PIUS TENTH SCHOOL
TUITION COLLECTION POLICIES AND PROCEDURES

We cannot accept registrations from families who are delinquent in tuition payments.

ACADEMIC SCHOOL YEAR DUE DATES

Saint Pius Tenth School uses FACTS / Nelnet Business Solutions as its official tuition payment service. FACTS offers three payment options:

1. Payment in Full (due **August**).
2. Semi-annual Payments (due **August** and **January**).
3. Monthly automatic bank debit (ACH) - $50.00 per family annual fee. Payments will be made over 10 months beginning in August and ending in May.

Using options 1 and 2 help keep costs down for the Saint Pius Tenth School by improving cash flow.

If the due date falls on a weekend or holiday, your payment will be due on the next business day.

If a family registers after July 1st, our billing process has already begun. They are required to pay registration fees plus two months of tuition and extended care (if applicable).

****Please Note:** There is an ANNUAL FEE assessed by FACTS for maintenance of the account. This fee is established and collected by FACTS Tuition Management. This is not a Saint Pius Tenth fee.

MISSED PAYMENT FEES

A "missed" payment will generate a missed payment fee of $30.00 5 days after the attempt, and an automatic reattempt will be made 15 days later.

DELINQUENT ACCOUNTS

Families who are **one payment in arrears** will be notified by the FACTS system as being **PAST DUE**. The pastoral administrator, business manager, and principal will be notified of the past due status.

Families with an outstanding tuition and/or extended care balance **two payments in arrears** will be notified by the FACTS system as being **SERIOUSLY DELINQUENT.** FACTS will provide a written **CRISIS NOTIFICATION** to the families. The pastoral administrator and principal will be notified of the **seriously delinquent** status. The **CRISIS NOTIFICATION** will alert the family that the **student will not be allowed to attend classes** beginning the first of the following month.

FACTS and Saint Pius Tenth School will pursue every avenue to obtain tuition and, including collection agencies and legal options. School records will not be released until the outstanding balance is paid in full, as well as any collection fees incurred.

PARISHIONER STATUS

Families are granted parishioner status by pastoral administrator authorization. Neither Saint Pius Tenth School nor the school principal has the authority to grant parishioner status.

Should a discrepancy arise regarding a family's parishioner status, it must be resolved through their home parish. **It is the responsibility of the family to resolve the discrepancy with the Pastor/Pastoral Administrator, not Saint Pius Tenth School or the school principal.**

REFUNDS

Registration fees are not refundable.

If an account has a **credit balance** at the time of withdrawal, a refund check will be issued.