

I. Tuition Payment and Refund Policy

A. Tuition Payment

Tuition payments are made through the FACTS *Tuition Management* program whether paying in full or in installments. Parents/guardians must fill out the necessary information on the FACTS tuition management website at the time of registration as described in the tuition payment instructions or, for students registered after May 1st, promptly following registration. FACTS provides for automatic withdrawals from either a savings or checking account. There is a monthly 2.85% convenience fee for selecting the credit card option. Payments will be withdrawn from your account on the 5th or 20th of the month from July to April.

There is a \$250 fee per family to register or re-register students in the school. The fee covers administrative expenses associated with registration and is non-refundable.

The Parent Teacher Organization (PTO) also charges an annual fee. This fee becomes non-refundable once the school year begins.

B. Withdrawal

In the event that a child leaves the school after June 30th (whether voluntarily withdrawn or through expulsion), the following tuition pro-ration policy will apply:

1. Assuming ten (10) equal installments from July to April, the first installment is non-refundable as it covers the costs of resources incurred per student.
2. Parents are responsible for one (1) tuition payment (first installment as discussed above) plus any month or partial month in which the student attends regardless of the number of days attended in a month.
3. Voluntary withdrawal date is determined by the date that the Principal receives written notification.

C. Mid-Year Enrollment

Students entering Saint Agnes School after the initial registration process are required to pay that month's tuition on the day of enrollment plus one additional month's tuition to cover resources and expenses. The total number of tuition payments will be determined using the same system outlined in the normal enrollment and withdrawal policy. The non-refundable registration fee of \$250 per family is also required at the time of registration.

D. Financial Aid

To be considered for any type of financial aid, you must apply using the FACTS Grant & Aid system. FACTS Grant & Aid is the company contracted by the Diocese of Arlington to provide a confidential and objective financial analysis in determining a family's ability to pay for Catholic School education. Information from FACTS Grant & Aid provides the principal with an assessment of need and ability to pay. In order to be considered for any type of financial aid, whether from Diocesan sources or from Parish sources, you must apply through FACTS Grant & Aid. If you anticipate that there may be a need for financial assistance, it is important that you complete the FACTS Grant & Aid application by its due date.

Amounts due for tuition will be adjusted by any financial aid provided.