

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 Payments will be withdrawn from your account on the 5th or 20th of the month from July to April.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 re-register students in the school and a \$500 fee per family for new family registrations. The fee covers administrative expenses associated with registration and is non-refundable (Note: New registrations will have \$250 applied to tuition.).

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In the event that a child leaves the school **after June 30th** (whether voluntarily withdrawn or through expulsion), the following tuition pro-ration policy will apply: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. Withdrawal after June 30th but before the start of school requires a payment of 10% of total tuition due at the time of withdrawal.
2. Once school year begins, parents are responsible for 10% of total tuition plus an additional 10% of total tuition times the number of months 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 a pro-rated portion of total tuition. The total number of tuition payments will be determined using the same system outlined in the normal enrollment and withdrawal policy based upon months partial months attended. The non-refundable registration fee of \$500 per new family is also required at the time of registration (\$250 will be applied to tuition)

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.