

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 FACTS online at the time of registration. FACTS provides for automatic withdrawals from either a savings or checking account.

For those paying in installments, there will be a \$50 non-refundable one-time fee, processed within 14 days of the payment agreement finalization.

The **credit card** 2.85% convenience fee will be separately billed by FACTS. If you have selected the “Peace of Mind” insurance, that fee, will also be separately billed by FACTS.

Payments will be withdrawn from your account on the 5th or 20th of the month from July 2020 through April 2021.

There is a \$300 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 \$200 applied to tuition.)

Fees for the Extended Day program including drop-in services, Parent Teacher Organization dues and other miscellaneous fees will also be included and are payable through FACTS.

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In the event that a child leaves the school **after June 30th** (whether voluntarily withdrawn or through expulsion), the following tuition pro-ration policy will apply: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 (\$200 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.

Questions pertaining to tuition and fee amounts may be directed to Ms. Lucy Estrada, Bookkeeper (accounts@saintagnes.org or 703-525-1166), between 8:00 a.m. and 2:00 p.m., Monday – Friday, at the parish office.