

Tuition and Fee Policy

1. Payment Plans

The following plans are the only approved payment plans.

1. **Payment in full.** Due by July 15th. This plan has a full payment discount of \$100 the first child, and \$50 for each additional child.
2. **Two payment plan.** Enrollment in the FACTS Management Program is required. The first payment will be scheduled for July 15th. The final payment will be scheduled for January 15th.
3. **Monthly payment plan.** Enrollment in the FACTS Management Program is required. Monthly payments can be scheduled starting in July, 2018 and continuing through June, 2019. All accounts must be paid in full by June 20, 2019.

These are the only payment plans available.

The Notre Dame System utilizes the FACTS electronic automatic re-enroll. After registration, Tara Adams will re-enroll each family in FACTS with the financial information from last year's contract. It is the parent's responsibility to contact Tara Adams, 570-558-4343, to make any adjustments to their FACTS enrollment. Each new family must complete a FACTS Agreement form in order for the registration package to be complete. This form can be completed online or by contacting Tara Adams.

2. Account Delinquency

A \$25 NSF or declined credit card fee will be in effect for each transaction. It is the parent's responsibility to contact the school to rectify the situation.

Accounts will be deemed delinquent 1 month after any returned or missed payment.

Note: If a FACTS payment is missed on the 5th, FACTS will notify the responsible party that the next attempt will be on the 20th. If the payment is missed on 20th, a final attempt will be made on 5th. At this point, the following will be applicable:

1. School records/transcripts will not be distributed until the tuition account is paid in full.
2. A student may not be allowed to participate in extra-curricular activities.
3. A \$25 monthly processing fee will be charged.
4. Excessively past due accounts may result in dismissal from the school.
5. Excessively past due accounts will be referred to a collection agency. If an account is forwarded to collection, the family will be responsible for the collection fee.
6. PLEASE NOTE: If payments are not made by the due date, a \$50.00 late fee will be assessed by FACTS Tuition Management for each payment attempt.

3. Parish Verification Form

The reduced rate for families active at one of our supporting parishes will be given upon receipt of a signed Parish Verification form. **This credit will be prorated if the form is not received with the student's registration.**

4. Late Enrollment

Tuition

Tuition will be charged per the tuition schedule that is published annually. The tuition for a student who transfers into a school of the Notre Dame Regional School System during the school year will be prorated based upon his/her start date.

Fees

The registration and fundraising fees are due in full regardless of enrollment or exit date. Fundraising and service hour fees will be prorated based on days of attendance.

5. Refund Policy

Tuition Calculation

The tuition refund for a student who transfers out of a school of the Notre Dame Regional System during the school year will be prorated based upon the student's formal date of withdrawal. A recalculation of any tuition assistance and discounts received will be applied to the account.

Fees

The registration and fundraising fees are non-refundable and are due in full. Fundraising and service hour fees will be prorated based on days of attendance.

Financial Aid/Tuition Assistance Adjustment

Recipients of tuition assistance from the EITC, school tuition assistance, and Diocesan or School Scholarships will have their tuition assistance reduced on a pro-rata basis. Other third party scholarships will be adjusted according to the rules set forth by the sponsoring organizations.

Note: A student who has been suspended or expelled from any school within the Notre Dame Regional School System will not receive a refund. The student's parent(s)/guardian(s) may send a written request for reduced charges for tuition and fees to the Principal.