



OFFICE FOR CATHOLIC SCHOOLS  
DIOCESE OF GREENSBURG

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## **Tuition Policy**

**(Established January 2011 – Revised January 2018)**

### **Tuition Policy**

The Office for Catholic Schools has coordinated a tuition policy to be utilized by the Catholic schools within the Diocese of Greensburg. This policy has been established to ensure that the tuition procedures and guidelines are consistent and fair among families with children attending Catholic schools within the Diocese. This policy has been implemented through the Office for Catholic Schools, under the approval of the Superintendent of Catholic Schools. The Office for Catholic Schools reserves the right to adjust this policy and coinciding procedures as deemed necessary.

### **Establishing Tuition**

The applicable school administration works with the Office for Catholic Schools to establish a tuition rate that is representative of the school budget needs. The tuition rate is also a product of the communities and families that we serve

### **Tuition Planning and Payment Schedule**

All schools follow the following process:

*End of January – beginning of February* – Catholic schools open their application process for the upcoming school year and FACTS application forms are available for parents/guardians to submit for financial aid. Parents/guardians have until March 15 to submit their FACTS application forms without a fee.

*End of May* – Once parents/guardians have completed their financial aid (FACTS) application process and this information has been verified, tuition award letters are disseminated by the school to parents/guardians noting the tuition amount with any scholarships and financial aid awards.

Options for payment:

- One lump sum payment by **September 1<sup>st</sup>** of the upcoming school year.
- Two equal payments – Set up on FACTS Payment Plans First payment due by **July 1<sup>st</sup>** of the upcoming school year and the second payment due by **December 1<sup>st</sup>** of the current school year.
- Monthly payment plan on FACTS that will bring the balance to zero by June 30 or earlier of the school year completed in June.
- No cash will be accepted for payment. Payment must be made by check, money order or credit card.

The chosen method for payment must be indicated on the Tuition Payment Agreement, and signed and returned by the parents/guardians.

\*One of the above options must be chosen for payment.

### **Tuition Payment in Default**

If a payment is not made, for whatever reason, the following process will be followed:

- a) The parents/guardians will be notified in writing of the payment not being received.
- b) The parents/guardians will be given 20 calendar days to bring the account to current status or meet with school administration to have an adjusted payment contract approved (not a guarantee).
- c) If the account is not brought to current status, and an adjusted payment contract is not agreed upon and approved by school administration, the student enrollment will cease at the end of the current quarter.

The parents/guardians must agree to the following:

- To pay all amounts due under the tuition payment agreement/policy. If another person is responsible to pay any part of the amount due for the child(ren), and she/he fails to pay when due, the parents/guardians must agree to pay all amounts due immediately upon notification by the school;
- To pay for the entire semester if the child(ren) leave before that semester is completed;
- To abide by the student-parent handbook and know that if the child(ren) violates any portion of the student-parent handbook and/or is removed or expelled from school for any reason consistent with the student-parent handbook or Office for Catholic Schools policy, then the parents/guardians are not entitled to a proportionate refund of tuition. In addition, the parents/guardians are legally responsible for paying any tuition owed at the time the child(ren) stopped attending the school.
- To be legally responsible for paying the tuition described above within the tuition payment agreement and at the applicable timeframes. The school may take any action available and consistent with applicable law in order to collect unpaid tuition owed by the parents/guardians including but not limited to withholding academic transcripts and diplomas
- To understand that their child(ren) may be subject to restriction of school activities or event while tuition is in default.

### **Transfer of Students with Past Balance**

No students will be accepted at any Catholic school within the Diocese of Greensburg if they are carrying a past due balance from any other Catholic school within the Diocese of Greensburg.