

# *Quincy Catholic Academy*

## *Financial Responsibility Agreement 2015-2016*

### **Tuition**

All Tuition payments will be made through FACTS Tuition Management Company at <https://online.factsmgt.com>. Payments through FACTS Tuition must be made either through an automatic bank-to-bank transfer of funds from an authorized checking or savings account or by credit card. Please note that there is a 2.75% convenience fee for any credit card payments made. FACTS currently accepts MasterCard, American Express, and Discover.

### **Payment Options:**

- ❖ **In Full:** One (1) single payment through FACTS Tuition made on July 5<sup>th</sup> or July 20<sup>th</sup>.
  - ❖ **10 Month Plan:** Ten (10) monthly payments through a FACTS Tuition payment plan paid on the 5<sup>th</sup> or the 20<sup>th</sup> of each month starting in July and ending in April.
- **Every family must be enrolled in FACTS by May 15<sup>th</sup>.**
  - **No cash or checks will be accepted at the school, you must pay online.**

### 2015 - 2016 Annual Tuition Rates

#### **Early Education Program**

Pre-K (Age 3)	\$7,100
K-1 (Age 4)	\$6,600

#### **K-2\* through Grade 8**

One Student	\$5,250
Two Students	\$9,800
Three Students	\$14,350

*\*additional \$200 per K-2 student*

- Due to the high cost of the program, no family discounts are available for the Early Education Program.
- **Referral Discount:** Any family who refers a new family, with at least one child in grades K-2 through 8, to the Academy for the 2015-2016 school year will receive a discount of \$200 off of their tuition bill in October.

### **Fundraising Commitment**

This year, all families will be responsible for meeting a Fundraising Commitment, or pay a higher tuition rate. At the time of enrollment, families must choose one of the following options, in addition to the annual tuition rate:

- No Fundraising: \$500 will be added to your annual tuition rate
- \$500 Fundraising Commitment
- \$400 Fundraising Commitment plus an additional 15 Service Hours

Families who do not complete their expected Fundraising Commitment will be billed for the remaining amount owed following the final fundraiser of the year. This amount is due immediately upon receipt.

The major fundraisers tentatively scheduled for the 2015-2016 school year are:

- ❖ **Meadowfarms Fundraiser** (Christmas gifts and supplies/holiday pies):  
*September 2015 through October 2015*  
Quincy Catholic Academy receives 50% of sales. Therefore, if a family sells \$200 worth of merchandise, \$100 is credited to your Fundraising Commitment.
- ❖ **Holiday Calendar Drive** (\$10 each with drawings throughout the month of January):  
*November 2015 through January 4, 2016 (first day of drawing)*

Quincy Catholic Academy receives 100% of the profit from the calendar drive. Therefore, if a family sells \$200 worth of calendars, \$200 is credited to your Fundraising Commitment.

- ❖ **Adult Entertainment Night** (event and ticket price TBD):

*March 2016*

Amount credited to your Fundraising Commitment TBD

- ❖ **Fun Run** (students obtain sponsorships):

*May 2016*

Quincy Catholic Academy receives 100% of the profit from the Fun Run. Therefore, if a student raises \$200 in sponsorships, \$200 is credited to your Fundraising Commitment.

### **Incidental Fees**

All payments for any incidentals that arise during the school year such as field trips, lunch orders, athletics, the extended day program, and after school clubs must be made online. You will receive an invoice when charges have been added to your student's account. These fees must be paid in full at the time the invoice is received, as they will not be automatically deducted by FACTS (unless you choose the AutoPay option). The incidental fees will be separate from your tuition payment. Incidental fees are due to FACTS by the date specified on the invoice (**do not send any payments to the school**). A late fee may be assessed if the payment is not received by FACTS by the due date.

### 2015-2016 Fee Schedule

<b>Fee</b>	<b>Amount</b>	<b>Due Date</b>	<b>Notes</b>
New Student Registration Fee	\$150	at the time of registration	nonrefundable
Re-registration Fee	\$100 by March 31st, \$150 thereafter	at the time of registration	nonrefundable
Book and Technology Fee	\$200	August 20, 2015	for each student in K-2 through Grade 8; nonrefundable
Graduation Fee	\$125	October 31, 2015	for all students in Grade 8
Additional FACTS Account	\$50 per account	at the time of registration	applied if a family wishes to have multiple FACTS accounts
FACTS Pymnt Plan Extension	\$50 per account	July 1, 2016	for accounts with any balances extending past 6/30/16

### **Financial Policies**

Your student's enrollment is dependent upon a financial account in good standing. Should extenuating circumstances occur which inhibit a family's ability to pay any financial obligations, it is the responsibility of the family to contact the Business Manager as soon as possible to make alternate arrangements for payment.

No family may return to the school if payments for the previous school year, including all incidental fees, have not been paid in full by June 30th. Past due balances may be pursued through legal action, and all associated fees will be the responsibility of the family.

No student's name will be added to a class list in August if a FACTS Agreement is not active and current by July 31st. If a response has not been received by July 31<sup>st</sup>, Quincy Catholic Academy will assume that you will not be returning, and your place will be offered to the next family on the waiting list.

### **Consequences for Delinquent Payments**

Our policies are not meant to be punitive; in fairness to all families and our mission to educate, we expect our families to maintain current financial accounts. Quincy Catholic Academy has a history of working in good faith with families in need, but

families must communicate with the Academy, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the approved payment plan.

Unless prior arrangements are made with the Principal, the following consequences will be imposed should your financial account with Quincy Catholic Academy become one month or more in arrears:

Any payment 30 days or greater in arrears

- Student will be removed or restricted from all extracurricular activities, including, but not limited to: the extended day program, class trips, sports and after school clubs until financial obligations are made current.

Any payment 60 days or greater in arrears

- Attendance will be interrupted and the parent will be required to keep the student at home until all financial obligations are made current.

Payment delinquencies as of May 31<sup>st</sup> and through June 30<sup>th</sup> (regardless of the number of days delinquent)

- Students cannot take final exams and report cards will show an incomplete in each subject. In addition, eighth grade students will not be allowed to participate in graduation ceremonies or receive their diploma.
- Students will be removed from the registration list, if registered for the next year, and may be replaced by a family on the waiting list.

### **Requesting Changes to Your FACTS Payment Plan**

If you need to make changes to the payment withdrawal dates established in the FACTS agreement or other FACTS Program changes, please contact the Business Office to fill out a Change Form. Be sure to allow no less than five (5) business days for the changes to be made before any due dates or times.

### **Returned or Non-Sufficient Funds Payments**

If your payment is returned to FACTS because of insufficient funds, FACTS will attempt to take your payment for up to two (2) more times on the next available payment date. You will be charged a *returned payment fee of \$30* from FACTS. FACTS will notify you when the returned payment will reattempt along with the fee. (For example, a returned July 5th payment will reattempt on July 20th and will incur a monthly \$30 returned payment fee, and if returned again will reattempt August 5<sup>th</sup> resulting in **2 monthly returned payments fees of \$30 – July & August.**)

- If a payment is returned to FACTS two (2) times you must sign onto your FACTS account and make a payment manually, immediately.
- If a check made out to Quincy Catholic Academy for any debt is returned because of insufficient funds you will be charged a *returned check fee of \$25* and will be asked to replace the check with certified funds. The fee must be paid immediately.

### **Withdrawals from the Academy**

The Academy considers the cost of your child's education as a full school year expense. Books are purchased, teachers are hired, and classrooms are prepared in anticipation of each student's full-year participation. As a result, the Academy has specific policies regarding students who withdraw from school.

Please note that parents or guardians who are financially responsible for the withdrawn student are obligated to pay the tuition due according to the following schedule: After July 31<sup>st</sup>, **payments are due through the month in which you withdraw.** For example, if you withdraw in November, payments are due from July through November.

- Families who choose to withdraw their child from the Academy must fill out a withdrawal form available in the main office.
- Families are required to notify the main office at least two weeks in advance of a withdrawal date.
- Tuition must be current before student withdrawals will be processed, which means School records cannot be sent until tuition is made current. Should a family wish to transfer their child to another school due to financial delinquencies, no official school records will be released until all outstanding financial obligations are satisfied. Furthermore, all textbooks, sports uniforms, and any other items belonging to the school must be returned to the school before records will be released.
- Registration fees and book and technology fees are non-refundable
- Financial Aid and scholarships are not considered tuition payments and will not be refunded in event of withdrawal

- There is no tuition refund for students expelled for disciplinary reasons
- You are responsible for contacting the Academy's Business Office to cancel your FACTS Payment Plan. If there is tuition due according to the schedule above, the Academy will keep the agreement open to collect tuition until your obligation is met.

### **Joining the Academy after the Start of the School Year**

Tuition is billed according to the following schedule:

Enrolled before October 30 <sup>th</sup>	Full tuition is due
Enrolled from November 1 <sup>st</sup> to December 31 <sup>st</sup>	75% of tuition is due
Enrolled from January 1 <sup>st</sup> to March 31 <sup>st</sup>	50% of tuition is due
Enrolled from April 1 <sup>st</sup> to the end of school	25% of tuition is due

### **Financial Aid**

Quincy Catholic Academy's financial aid fund is generously provided in part by the Catholic Schools Foundation. Currently, financial aid is available for students in K-2 through Grade 8. Because we dispense Catholic Schools Foundation funds, we are required to follow their guidelines for the distribution of aid. Financial aid will not be awarded to families unless their tuition account is in good standing and payments have been made on a regular basis. In order to maintain your financial aid award you must make your tuition payments on time and be enrolled in both the FACTS Payment Plan and FACTS Grant and Aid system (two separate programs). You can apply for financial aid through your FACTS account at <https://online.factsmtg.com>.

**Financial aid will be lost if any of the following occur:**

- withdrawal from the Academy
- not active in a FACTS Payment Plan
- financial accounts are not current

**Business Office Contact Information:**

Angela Miller, Business Manager  
 Email: [angela.miller@quincycatholicacademy.org](mailto:angela.miller@quincycatholicacademy.org)  
 Phone: (617)328-3830, Fax: (617)328-6438

***Return this page only. Please keep the packet for your records.***

## **FINANCIAL RESPONSIBILITY AGREEMENT 2015-2016**

Student Name \_\_\_\_\_ Grade in 2015 - '16 \_\_\_\_\_

Student Name \_\_\_\_\_ Grade in 2015 - '16 \_\_\_\_\_

Student Name \_\_\_\_\_ Grade in 2015 - '16 \_\_\_\_\_

Student Name \_\_\_\_\_ Grade in 2015 - '16 \_\_\_\_\_

Student Name \_\_\_\_\_ Grade in 2015 - '16 \_\_\_\_\_

### **TUITION RESPONSIBILITY (Please check ONE option)**

\_\_\_\_\_ **Annual Tuition Rate + \$500 (in lieu of Fundraising Commitment)**

\_\_\_\_\_ **Annual Tuition Rate + \$500 Fundraising Commitment**

\_\_\_\_\_ **Annual Tuition Rate + \$400 Fundraising Commitment + 15 Service Hours**

*By signing this agreement, I (we) the undersigned, understand all terms and agreements set forth. I (we) further understand that I (we) are responsible for the tuition and fees incurred.*

### **BOTH PARENTS/GUARDIANS MUST SIGN AGREEMENT.**

\_\_\_\_\_  
*SIGNATURE OF PARENT/GUARDIAN*      *PRINT NAME*      *DATE*

\_\_\_\_\_  
*SIGNATURE OF PARENT/GUARDIAN*      *PRINT NAME*      *DATE*