

# *Quincy Catholic Academy*

## *Financial Responsibility Agreement 2018-2019*

### **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 2.85% 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>.
  - ❖ **Semester Plan:** Two (2) biannual payments through a FACTS tuition payment plan paid on the 5<sup>th</sup> or the 20<sup>th</sup> of July and November.
  - ❖ **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.**

### 2018 - 2019 Annual Tuition Rates

#### **Early Education Program**

Pre-K (Age 3)	\$8,100
K-1 (Age 4)	\$7,600

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

One Student	\$6,000
Two Students	\$11,000
Three Students	\$16,000

*\*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 2018-2019 school year will receive a discount of \$300 from their tuition bill in April.

### **Fundraising Commitment**

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: \$600 will be added to your annual tuition rate
- \$600 Fundraising Commitment
- \$500 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. If the signed Financial Responsibility Agreement is not received by the first day of school, we will assume that your family does not wish to participate in fundraising and \$600 will be added to your automatic tuition payment plan.

The major fundraisers tentatively scheduled for the 2018-2019 school year are:

- ❖ **Meadowfarms Fundraiser** (Christmas gifts and supplies/holiday pies):

*September 2018 through October 2018*

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 2018 through January 2, 2019 (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.
- ❖ **Family Night** (event and ticket price TBD):  
*March 2019*  
Amount credited to your Fundraising Commitment TBD
- ❖ **Fun Run** (students obtain sponsorships):  
*May 2019*  
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.

### 2018-2019 Fee Schedule

Fee	Amount	Due Date	Notes
New Student Registration Fee	\$150	at the time of registration	for each student; nonrefundable
Re-registration Fee	\$100 by March 30 <sup>th</sup> , \$150 thereafter	at the time of registration	for each student; nonrefundable
Book and Technology Fee	\$200	August 17, 2018	for each student in K-2 through Grade 8; nonrefundable
Graduation Fee	\$125	October 31, 2018	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 Payment Plan Extension	\$50 per account	July 1, 2019	for accounts with any balances extending past 6/30/19

### 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

In the interest of fairness to all our families struggling to send their children to a Catholic school and for us to keep our school financially viable, we must ensure that all tuition obligations are met as planned. Quincy Catholic Academy has a history of working in good faith with families in need, but families are in turn, obligated to communicate with the Academy leadership in committing to the stated tuition plans or agreeing to an acceptable plan in the event of financial difficulties.

If tuition is 30 days delinquent, the school will send a letter stating that tuition must be paid by the 45<sup>th</sup> day or the student(s)' enrollment at the Academy will be interrupted. Arrangements may be made up until the 45<sup>th</sup> day. If no contact by the final date, enrollment at the Academy will be interrupted. There will be a two-week period after discontinuation of services to pay the delinquent tuition in full and reinstate the student(s). After two weeks, the student(s) will be considered transferred and the account may be sent for collection. Please do not wait until the delinquency letter is sent to contact the Academy.

Our incidental billings are done in arrears, and payment is due by the due date listed on each invoice. If an incidental account is delinquent, participation in all extracurricular activities may be interrupted until the account is brought up to date.

### Any delinquency existing at May 30<sup>th</sup>:

- 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.

Students will not be accepted for the next school year until all prior year financial obligations are met.

## 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 email the Business Manager at the email address below. Changes must be requested in writing. 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 up to two (2) additional 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 5<sup>th</sup> payment will reattempt on July 20<sup>th</sup> and will incur a monthly \$30 returned payment fee, and if returned again will reattempt August 5<sup>th</sup> resulting in **two (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 \$30* 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, based on the 10 month payment schedule beginning in July.** 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 November 15 <sup>th</sup>	Full tuition is due
Enrolled from November 16 <sup>th</sup> to January 31 <sup>st</sup>	75% of tuition is due
Enrolled from February 1 <sup>st</sup> to April 15 <sup>th</sup>	50% of tuition is due
Enrolled from April 16 <sup>th</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, online.

### 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 2018-2019**

Student Name \_\_\_\_\_ Grade in 2018 - '19 \_\_\_\_\_

Student Name \_\_\_\_\_ Grade in 2018 - '19 \_\_\_\_\_

Student Name \_\_\_\_\_ Grade in 2018 - '19 \_\_\_\_\_

Student Name \_\_\_\_\_ Grade in 2018 - '19 \_\_\_\_\_

Student Name \_\_\_\_\_ Grade in 2018 - '19 \_\_\_\_\_

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

\_\_\_\_\_ **Annual Tuition Rate + \$600 (in lieu of Fundraising Commitment)**

\_\_\_\_\_ **Annual Tuition Rate + \$600 Fundraising Commitment**

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