



St. Joseph Academy Financial Policies 2012–2013

NEW STUDENT FEES

The testing fee is a one–time fee when a new student tests for admission. It is non–refundable and it helps to cover the cost of testing and processing of the application.

The new student registration fee is the non–refundable fee due upon acceptance into our school program along with all the registration paperwork and must be paid before beginning classes. This fee helps to cover the costs of:

- administrative duties for creating and processing all of the new student’s registration paperwork
- all textbooks and supplemental materials
- standardized testing fees

RETURNING STUDENT FEES

The returning student registration fee is the non–refundable fee due every Spring along with all the required registration forms and paperwork for the following school year. This fee helps to cover the costs of administrative duties for creating & processing all of the returning student’s registration paperwork and enables the school to purchase textbooks and classroom needs. Enrollment status will be compromised if these payments are not made on time.

MISCELLANEOUS FEES

Separate fees are charged for athletics, after school care, certain electives/classes, hot lunches, field trips, and other miscellaneous school activities. These fees may be paid by personal checks or cash.

TUITION PAYMENTS

The tuition charged by SJA may be paid in one of the following ways:

1. Prepaid in full no later than August 5th directly to St. Joseph Academy. Cash, check, and Money orders can be used to make this payment in full.
2. Monthly payments made on a one–half annual plan.
3. Monthly payments made on a quarterly plan.
4. Monthly payments made on a 10 month plan.

LATE ENROLLMENTS AND REGISTRATIONS

The enrollment and/or registration fee is payable in full upon enrollment/registration, regardless of when the student starts attending school. Tuition charged will be prorated based on the portion of the school year remaining at the time of enrollment. Payment must be made in advance or on a monthly basis in equal payments through June of the current school year us. Tuition for students registering on or after the first of the month shall be required to pay the entire first months tuition to the school during registration.

EARLY WITHDRAWAL AND TUITION REFUNDS

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. We require written notice one week prior to withdrawing a student. The school registrar has the necessary withdrawal form that you will need to complete and return to the school office. One half of the monthly tuition will be charged if your child is withdrawn during the first week of the month. NO refund will be given if a student is withdrawn after the first week of any month. All school property (including textbooks, library books, etc.) must be returned and all outstanding registration, tuition, and other fees must be paid at the time of withdrawal. If tuition is paid on a payment plan based on anything other than 10 months, the difference between the monthly charge and the actual tuition rate per month will be due at the time the students exits the school.

LATE PAYMENTS/RETURNED CHECKS

It shall be the responsibility of each school family to keep the school office informed of any changes in their preferred tuition payment plan or adjustments in the amount of tuition to be paid. Without such information the following policy will apply when tuition payments are received late:

- All tuition payments are due and payable on the first of each month. Tuition becomes delinquent when not paid by the *fifteenth of each month* and a \$15.00 late charge fee will be assessed. An additional charge of \$25.00 will be assessed *for any check that is returned from the bank*. The missed payment will be communicated and reattempted at a later date in the same month.
- School families who have missed the second payment reattempted by SJA, must contact the school business office within 5 business days to make suitable arrangements. SJA may require that a student be dismissed from school when an account becomes 30 days past due. To re-enroll your child at the school, you will have to make the delinquent payment & re-enrollment fees will apply.

RETURNED CHECKS

If a personal check is returned to the accounting department due to insufficient funds, stop payment or closed account, a \$25.00 NSF fee will be added to the amount due to the school. If a second check is returned, you will be required to make all future payments by cash or money order.