2019-2020 Registration, Tuition & Refund Policy

Registration and Fees
- Registration begins February 1, 2019. Please return completed forms to the School Office.
- Registration Fee (per family): $150.00 if registered by April 1, 2019; $200.00 if registered by June 1, 2019; $300.00 if registered after June 1, 2019;
- Registration Fee is non-refundable, due at registration, and does not apply to tuition.
- Technology Fee (per family): $50.00, due with first tuition payment or at registration.
- Volunteer Fee (per family): $150.00, will be charged May 1, 2020 minus $10 per hour volunteered up to 15 hours.

Tuition Rates

<table>
<thead>
<tr>
<th>Number of Children</th>
<th>In-Parish Annual Tuition</th>
<th>Out-of-Parish Annual Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Base Tuition Amount</td>
<td>Base Tuition Amount</td>
</tr>
<tr>
<td></td>
<td>Tuition</td>
<td>Monthly Payment</td>
</tr>
<tr>
<td>1</td>
<td>$3,960.00</td>
<td>$396.00</td>
</tr>
<tr>
<td>2</td>
<td>6,800.00</td>
<td>680.00</td>
</tr>
<tr>
<td>3</td>
<td>9,740.00</td>
<td>974.00</td>
</tr>
<tr>
<td>4</td>
<td>12,680.00</td>
<td>1,268.00</td>
</tr>
<tr>
<td>5</td>
<td>15,630.00</td>
<td>1,563.00</td>
</tr>
</tbody>
</table>

In-Parish Status
- Families who are registered at St. Valentine Parish or another Catholic parish not having a Catholic school. Parish verification is required.
- In-parish families are expected to actively support Saint Valentine Parish, or another Catholic parish not having a Catholic school, including:
  - Regular attendance at weekly worship
  - Participation in parish events
  - Monetary contributions to the parish

Out-of-Parish Status
- Families who are not Catholic or not registered at a Catholic parish.

Tuition Payment
- Payment of tuition will be handled through the FACTS PROGRAM.
- All families will enroll with the FACTS PROGRAM and pay the applicable fees based on the payment plan selected through FACTS.
  - Payment in full by June 2019 = $0 FACTS fee
  - Two payments: June & December 2019 = $10 FACTS fee
  - Ten monthly payments: June thru March = $45 FACTS fee
• **Late registrations** will be required to enroll with **FACTS** as soon as possible and complete tuition payments by no later than **April 30, 2020**.

• Low-interest “signature loan” available through Catholic Vantage Financial Credit Union. This loan offers you the entire amount of tuition to enable payment in full by June 1, 2019. Monthly payments are then made to the credit union for twelve months. Contact Catholic Vantage Financial at (734) 432-0212

**Other Fees**

Fees for activities, field trips, lunch program, class trips, etc. are voluntary or class-specific.

**Collections and Delinquent Accounts**

We strongly encourage families to discuss any financial concerns with the school administrator. Tuition accounts must be current for families to register for the following school year unless prior arrangements have been made with the school administrator.

Delinquent accounts (including Kids’ Club balances) are subject to one or more of the following:

- Assessing a late fee/fee for insufficient funds ($30 thru FACTS).
- Withholding of student Report Cards or Progress Reports.
- Withholding student from school or class participation, sports or other school activities.
- Withholding of transcripts of year-end student records.
- Use of a collection agency as may be necessary.

**Refund Policy**

The Registration Fee is non-refundable unless special circumstances are approved by the administrator at the time of registration.

Withdrawal of students prior to the end of the academic year **does not** cancel the obligation to pay the tuition commitment made at the time of registration and agreed upon by signing the **Tuition Contract**. Any such withdrawal will result in a refund only if payments began in June and have exceeded the suggested schedule:

- Withdrawal prior to start of school, refund of tuition paid.
- Withdrawal in first trimester, refund amount paid in excess of one third of tuition rate.
- Withdrawal in second trimester, refund amount paid in excess of two thirds of the tuition rate
- Withdrawal in third trimester, no refund.

**Contact Information**

To discuss these rates and policies or any other related matters, please contact the School Office or the Parish Office as follows:

Mrs. Rachel Damuth  
Principal  
313.533.7149

Fr. Socorro Fernandes, SAC  
Pastor  
313.532.4394

**Parish Office Address**

Saint Valentine Parish  
25881 Dow  
Redford, MI 48239

File: 19-20 Reg & Tuition Refund Policy  
Issued 1/26/2018