



**Saint
Raphael**
CATHOLIC SCHOOL

January, 2021

**St. Raphael School
2021-2022 Tuition Payment Terms and Conditions**

All payments owed for tuition will be paid by the due date corresponding to the payment method selected. Each family is responsible for the payments and for ensuring that the tuition is paid in full. Should a payment be late, the following process will be followed:

- 1) FACTS will notify the family of any payment not received.
- 2) The family must contact the school administration within 30 calendar days of nonpayment to have an adjusted payment agreement approved. This must be in writing and signed by the Pastor and School Principal.
- 3) All outstanding fees and tuition must be paid before report cards can be issued. RenWeb grades 4-8 will not be accessible as well.

Any family with an unpaid tuition and/or fees for the current school year will not be allowed to register for the 2021-2022 school year. School records, diplomas or transcripts will not be released until the all outstanding tuition and fees are paid, unless special arrangements have been made in writing and signed by Pastor and School Principal.

Prepaid tuition will only be refunded in full if written notice of cancellation is received by the school before the first day that classes for the 2021-2022 school year are scheduled to start. The Registration Fee and Technology Fee are non-refundable.

Once the school year begins, tuition refunds are made on a quarterly basis. Should a student attend school during any portion of a quarter (one day or more), the full tuition amount for that quarter is owed and no portion of that quarter's tuition will be refunded.

All parents/guardians and students agree to abide by the policies and guidelines as stated in the school handbook.

The school will not reserve a place for a student for the 2021-2022 school year until Registration is completed, the Registration and Technology fees are paid, and a Tuition Payment Plan has been completed.

I/we agree to the above Tuition Payment Terms and Conditions