



St. Regis Catholic School

# EARLY CHILDHOOD PROGRAMS

Registration, Tuition, and Fees Policies  
2017-2018





## Half-Day Program

| Multi-Age Half-Day Program |  |
|----------------------------|--|
| Class Meets                | Monday – Friday 8:00 AM – 11:30 AM                 |
| Age Requirement            | Must be 3 years old on or before September 1, 2017 |
| Tuition                    | \$3,400  |

### Due at the Time of Registration

Early Childhood Contract

Non-refundable per Student Early Childhood Materials Fee \$ 200

Non-refundable per Student Tuition Deposit (*Applied to Tuition*) \$ 200

Enrollment for students of current school families will begin December 5<sup>th</sup>.

Enrollment for new-school students will begin January 3<sup>th</sup>.

A student will not be placed into a class until the student is completely registered. Registration is complete only when all registration fees are paid in full. The contract form must be accurately completed, signed electronically and submitted through Whipple Hill. The FACTS enrollment process must also be complete. New family agreements cannot be set up in FACTS until March 1, 2017.



## Full-Day Programs

The Active Parishioner Multi-child tuition discount applies to all Full Day Programs.

| <b>4 Year Old Program</b> |  |
|---------------------------|--|
| Class Meets               | Monday – Friday 8 AM – 2:45 PM                     |
| Age Requirement           | Must be 4 years old on or before September 1, 2017 |
| Tuition                   | \$5,700  |

| <b>Multi-Age Program</b> |  |
|--------------------------|--|
| Class Meets              | Monday – Friday 8 AM – 2:45 PM                   |
| Age Requirement          | Must be 4 years old on or before January 1, 2018 |
| Tuition                  | \$5,700  |

Student placement is determined by the administration.

## Due at the Time of Registration

### Early Childhood Contract

|  |        |
|--|--------|
| Non-refundable per Student Early Childhood Materials Fee                 | \$ 200 |
| Non-refundable per Student Tuition Deposit ( <i>Applied to Tuition</i> ) | \$ 200 |

Enrollment for students of current school families will begin December 5<sup>th</sup>.

Enrollment for new-school students will begin January 3<sup>th</sup>.

A student will not be placed into a class until the student is completely registered. Registration is complete only when all registration fees are paid in full. The contract form must be accurately completed, signed electronically and submitted through Whipple Hill. The FACTS enrollment process must also be complete. New family agreements cannot be set up in FACTS until March 1, 2017.

## Fundraising Raffle

All Families who are enrolled in a full-day program are required to participate in the Fundraising Raffle and must sell a minimum of \$200 worth of raffle tickets. Tickets will be distributed in September and must be paid for with the July tuition installment in FACTS.



## Tuition Payment Options

To assist our families, St. Regis Elementary School and Academy offers five tuition payment plan options ALL of which are administered through FACTS Tuition Management (one enrollment per family):

1. Single Installment – A single payment due no later than July 15<sup>th</sup>
2. 8 Installments - 8 equal payments: July – February (Choice of 1<sup>st</sup> or 15<sup>th</sup> Due Date)
3. 9 Installments - 9 equal payments: June – February (Choice of 1<sup>st</sup> or 15<sup>th</sup> Due Date)
4. 10 Installments- 10 equal payments: May –February (Choice of 1<sup>st</sup> or 15<sup>th</sup> Due Date)
5. 11 Installments- 11 equal payments: April – February (Choice of 1<sup>st</sup> or 15<sup>th</sup> Due Date)

All families are required to set up a FACTS Tuition Management account which is good for their entire tenure at St. Regis Elementary School and Academy. Each year, families need to update their accounts during the registration process to ensure their information remains current and the payment information and options are correct.

FACTS enrollment will open March 1<sup>st</sup> for the 2017-18 academic year. Students enrolled prior to March 1<sup>st</sup> will have until March 15<sup>th</sup> to complete the FACTS enrollment process. Failure to enroll in FACTS by March 15<sup>th</sup> will result in the loss of the student's registration status and the student will lose their place in the program along with their non-refundable deposits.

To create a new FACTS account or to access an existing account:

1. Log in to the St. Regis website at [www.stregis.org](http://www.stregis.org)
2. On the homepage you will find "Useful Links" on the bottom right panel. Click on "St. Regis School." This will take you to the school homepage.
3. Scroll to the bottom of the school homepage where you will find "Useful Links" on the bottom right panel. Click on "FACTS." This will take you to the FACTS login where you may either create a new account or log into an existing account.

Parents/guardians unable to make tuition payments on schedule are required to contact the Parish Business Office immediately.

A student's financial obligations must be current to begin school in the fall, at each semester quarter start and to begin the second semester. Any student with a delinquent balance may be subject to exclusion from school activities.



## NON REFUNDABLE OTHER FEES

|                        |        |
|------------------------|--------|
| Late Payment Fee       | \$ 35  |
| Insufficient Funds Fee | \$ 30  |
| Withdrawal Fee         | \$ 500 |
| Invoice Fee            | \$ 10  |

Payments received after the specified due date will result in the charge of a \$35 Late Fee.

Payments which are returned for insufficient funds will be assessed a \$30 Insufficient Funds Fee.



## TUITION REFUND POLICY

A student is considered enrolled once their registration is complete and the tuition year has begun (July 1). The semester tuition is due prior to the start of a semester. Should a student withdraw or be asked to leave St. Regis Elementary School Early Childhood Program, they forfeit the registration fee, and the tuition deposit. Their account will be charged the Withdrawal Fee. The net semester tuition will be reimbursed, if applicable, as follows:

|                            |   |
|----------------------------|---|
| Withdraw during week 1     | 100 % of net semester tuition less withdrawal fee |
| Withdraw during week 2 & 3 | 75 % of net semester tuition less withdrawal fee  |
| Withdraw during week 4 & 5 | 50 % of net semester tuition less withdrawal fee  |
| Withdraw during week 6 & 7 | 25 % of net semester tuition less withdrawal fee  |
| Withdraw week 8 and after  | 0 % <b>NO</b> tuition refund.                     |

