

**ST. REGIS PARISH  
ELEMENTARY SCHOOL  
AND  
ACADEMY**



**REGISTRATION, TUITION, FEES, AND  
FUNDRAISING RAFFLE POLICIES  
2017 – 2018**

## Due at the time of Registration

### Non-Refundable Fees

#### Family Registration Fee

Early registration on or before April 30 <sup>th</sup>	\$ 250
Registration on or after May 1 <sup>st</sup>	\$ 350

#### Per Student Tuition Deposit (Deducted from Tuition)

Young Fives – 8 <sup>th</sup> Grade	\$ 500
Preschool Programs	\$ 200

#### Per Student Preschool Program Materials Fee \$ 200

### IMPORTANT NOTES:

A student is not 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 can be set up in FACTS effective February 3.

Each class will be capped at 25 (+1) students. Current students will be grandfathered into a class above the cap if their registration process is completed on or before March 31. After this time, seats will be filled on a first-come basis.

A family will not be allowed to register for the 2017-2018 academic year until their 2016-2017 financial obligations are current.

## Due with the July Tuition Installment

### Per Student Non-Refundable Fees

#### All Students

Materials Fee: <i>Disposable books, classroom supplies &amp; materials, \$10 classroom parties, \$5 auction project, yearbook</i>	\$ 450
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#### 2nd Grade Fees

First Eucharist Prep and First Reconciliation Fee	\$ 50
First Eucharist Retreat Fee	\$ 50

#### 8th Grade Fees

Confirmation Prep Fee	\$ 50
Confirmation Retreat Fee	\$ 75
Graduation Fee: <i>Rose &amp; Candle, graduation cap, diploma, diploma covers, programs, DVD, and Memory Book</i>	\$ 100

### Per Family Non-Refundable Fees

<u>Cap X Fee:</u> <i>to help fund capital expenditures</i>	\$ 100
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## Tuition: Young Fives – 8<sup>th</sup> Grade

**Full Tuition per Student**

\$ 7,340

### Active St. Regis Parishioners meet the following criteria:

- Catholic and registered at St. Regis Parish
- Child(ren) are baptized and all sacramental information is on file at St. Regis Parish
- Regular participation in Sunday worship
- Involved in one or more parish ministries (Christian Service, Communion Ministry, etc.)
- Consistent contributions to the parish offertory and annual CSA. We encourage families to donate as generously as they can given their financial circumstances.

### Active St. Regis Parishioners - Discounted Tuition and Multiple Child Discounts

YOUNG FIVES – 8 <sup>TH</sup> GRADE	FULL TUITON LESS ACTIVE PARISHIONER \$1,240 DISCOUNT	LESS ADDITIONAL MULTIPLE CHILD DISCOUNT (St. Regis Parishioners only)	TOTAL DISCOUNTED TUITION
1st Child	\$ 6,100	\$ 0	\$ 6,100
2nd Child	\$ 6,100	\$ 1,020	\$ 5,080
3rd Child	\$ 6,100	\$ 1,530	\$ 4,570
4th Child	\$ 6,100	\$ 2,550	\$ 3,550
5th Child	\$ 6,100	\$ 6,100	\$ 0

Active St. Regis Parishioners are eligible to receive the Multiple Child Discount on the **Full Day** Preschool program. The oldest child in the family is considered the 1<sup>st</sup> child, 2<sup>nd</sup> oldest child in the family is considered the 2<sup>nd</sup> child, etc.

PRESCHOOL	FULL TUITION	LESS ADDITIONAL MULTIPLE CHILD DISCOUNT (St. Regis Parishioners only)	TOTAL DISCOUNTED TUITION
Full Day Programs			\$
1 <sup>st</sup> Child	\$ 5,700	\$ 0	\$ 5,700
2 <sup>nd</sup> Child	\$ 5,700	\$ 1,020	\$ 4,680
3 <sup>rd</sup> Child	\$ 5,700	\$ 1,530	\$ 4,170
4 <sup>th</sup> Child	\$ 5,700	\$ 2,550	\$ 3,150
5 <sup>th</sup> Child	\$ 5,700	\$ 5,700	\$ 0
½ Day Program (3/4)	\$ 3,400	\$ 0	\$ 3,400

## **Tuition Payment Options**

To assist our families, St. Regis Elementary School and Academy offers five tuition payment 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> – No FACTS set-up fee charged
2. 8 Installments - Consists of 8 equal payments: July – February (Choice of 1<sup>st</sup> or 15<sup>th</sup> Due Date)
3. 9 Installments - Consists of 9 equal payments: June – February (Choice of 1<sup>st</sup> or 15<sup>th</sup> Due Date)
4. 10 Installments- Consists of 10 equal payments: May –February (Choice of 1<sup>st</sup> or 15<sup>th</sup> Due Date)
5. 11 Installments- Consists of 11 equal payments: April – February (Choice of 1<sup>st</sup> or 15<sup>th</sup> Due Date)

ALL families MUST enroll in FACTS Tuition Management. FACTS provides the option to make monthly payments through automatic deduction (ACH) or by credit card (additional fee charged by FACTS for credit card payments). FACTS collects a one-time set up fee of \$43 for monthly payment plans. Peace of Mind (POM) insurance coverage is available for an annual fee of \$17.

### **IMPORTANT NOTES:**

- 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.
- Parents/guardians unable to make tuition payments on schedule are required to contact the Parish Business Office immediately.
- A student's tuition account must be current to begin school in the fall, at each semester quarter, and to begin the second semester.
- Any student with a delinquent balance may be subject to exclusion from school activities (graduation, trips, dances, etc.).
- Parents and students will not have access to BB Whipple Hill, class credits, report cards, progress reports, schedules, diplomas, or transcripts and no records or information will be given to a 3rd party or transferred until the account is made current.
- All financial obligations for 8th graders must be paid in full no later than **April 30<sup>th</sup>** or the student may not attend or participate in the graduation exercises.

## Fundraising Fee

All Families 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.

## Non-Refundable Other Fees

Late Payment Fee	\$ 35
Insufficient Funds Fee	\$ 30
Withdrawal Fee	\$ 500

## 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 and Academy, they forfeit all fees, financial assistance, discounts, 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. Withdrawal fee owed