



## **TUITION POLICY**



## **I. OBJECTIVE**

The objective of this policy is to define the tuition program for Mercy McAuley High School ("MMHS"), while also providing a framework that promotes consistency and supports predictable and sustainable cash flow for MMHS. This policy addresses payment options, payment timelines, use of third party tuition processors, and account delinquency intervention procedures.

## **II. ADMISSIONS PROCESS**

Application for admission may be found on the MMHS website with a link for on-line registration. Prospective students will apply for admission in accordance with the MMHS Admissions Policy. Current students who will be returning in the subsequent school year may register on-line subject to a non-refundable technology fee, that will be payable upon registration. Additional information can be found in the Payment Plans section.

## **III. PAYMENT PLANS**

MMHS outsources tuition management to FACTS, a third party tuition management services provider. MMHS families are required to register with FACTS and set up a payment plan for either automatic withdrawal from a bank account, or charge to a credit card. Every family must establish a FACTS account by June 30, even if tuition is paid in full, as certain school fees will also be billed via FACTS. If a payment plan has not been established by June 30, the student may be ineligible to begin classes for the current school year. Lack of a FACTS payment plan does not excuse a parent/guardian from responsibility for the tuition charges/fees.

MMHS families have the following options for payment:

1. Payment in full (single pay option no later than June 15)
2. ½ of the tuition paid to FACTS by June 15, and the remainder paid by December 31
3. Quarterly tuition payments (June, September, December, March)
4. Part of the tuition paid to FACTS by June 15 and the remainder financed from July to April of the academic year
5. 10 monthly payments – begins July 1 or 15 and ends April 1 or 15
6. 11 monthly payments – begins June 1 or 15 and ends April 1 or 15

There will be a one time, NONREFUNDABLE technology fee payable at the time of registration. If the technology fee is not paid, a student is not registered and cannot obtain her tablet or class schedule.



#### **IV. SCHOLARSHIPS AND FINANCIAL AID**

Scholarships and financial aid awarded before the end of March, and multiple child and employee discounts will reduce the amount which is required to be financed or paid in cash to FACTS. Financial aid and scholarships will be awarded at the discretion of the Board of Directors based upon an approved budget. The Tuition Coordinator will communicate to FACTS any financial aid or scholarships awarded on behalf of school families. The families' FACTS account will then be credited accordingly.

Applications for families of students eligible for Jon Peterson Special Needs Scholarships or Ohio EdChoice funds will be submitted on behalf of eligible students who have been admitted to MMHS. It is the responsibility of the parent/guardian of an eligible student to complete all necessary applications and to submit the required documentation for either program each year.

#### **V. DELINQUENT TUITION**

The goal of MMHS' tuition policy is to provide a sustainable financial model for the long-term success of the School. It is in the best interest of all – parents, school administrators, and students – to honor our commitments to one another. The timely remittance of tuition payments is one of those commitments. If a family has determined that they cannot afford tuition, and appropriate channels of financial aid have been explored to no avail, it is not the responsibility of MMHS to continue to provide educational services to the child. All student accounts must be kept current throughout the school year, in accordance with the FACTS payment plan selected by the family, with the following consequences for delinquent accounts:

- Students with outstanding tuition or fees balances (including damaged text books, lost library books, etc.) from a previous school year will not be permitted to register for a subsequent school year;
- Students who are attending first semester classes but are not current with tuition by December 15 of any school year will not be permitted to return for second semester and will not be permitted to keep their tablets, books, etc. until the account is paid in accordance with the FACTS payment schedule;
- Students who are attending second semester classes and are not current with tuition and fees by April 30 will not receive their report card or diploma and transcript (for seniors), and if registered for the subsequent school year, will be in forfeit of registration until the account is paid in full.
- Students with accounts 90 days past due are subject to withdrawal for non-payment of tuition.



Access to student or parent information (including grades, report cards, and transcripts) may be withheld until a tuition account is current on any past due balances.

Payments returned to MMHS by the presenter's bank will incur an additional NSF (non-sufficient funds) charge per occurrence.

An official withdrawal form must be completed with the student's school counselor in order to stop tuition or fees from continuing to accrue. A withdrawal credit will be calculated following the approved withdrawal date, less any unpaid tuition or fees, and will be refunded to the parent/guardian of the withdrawing student.

If the family has extenuating financial circumstances and does not believe they have the ability to honor their current commitment using the payment schedule established for their FACTS account, they are required to contact the Tuition Coordinator immediately, and may be required to attend an in-person meeting with the Business Office. At the meeting, the circumstances will be discussed and a payment plan will be proposed, which then must be approved by the MMHS Tuition Committee, before the child may continue classes for the following semester or the next school year. Circumstances such as this are deemed to be unusual in occurrence and will be addressed by the Tuition Committee on a case-by-case basis.