

ST. JOHN NEUMANN SCHOOL
At Peace of Christ Parish
31 EMPIRE BLVD.
ROCHESTER, NY 14609
585-288-0580

REGISTRATION AND TUITION COLLECTION POLICIES AND PROCEDURES
2017 - 2018

REGISTRATION

A nonrefundable \$125 Family Registration Fee must be submitted for each family at the time of registration. The registration fee increases to \$150 on July 1, 2017. Register by April 28, 2017, and receive a \$100 tuition credit.

- All registration checks or money orders must be made payable to St. John Neumann School.
- Registration fees are non-refundable
- A \$30 fee will be assessed for insufficient funds on returned checks
- All families who enroll students in St. John Neumann School will be required to set up an online account with FACTS, and create a payment plan.
- The tuition amount will be based on gross tuition at the time of registration. If aid is granted or the family's status changes from non-parish sponsored to parish-sponsored due to receipt of a parish commitment form after the registration is received, tuition will be modified in FACTS to reflect the changes.
- If this is a re-registration, it is understood that final validation for registration and grade placement for the next school year is dependent upon completion of all financial responsibilities for the current/past school year

Tuition Payment Plan Options

Annual Payment	First Payment Due on August 1 st or 15 th , 2017
Semi-Annual Payments	First Payment Due on August 1 st or 15 th , 2017 and January 1 st or 15 th , 2018
Ten Monthly Payments	First Payment Due on August 1 st or 15 th

Tuition Collection Policies

- A \$20 late fee will be assessed on late payments
- Delinquent accounts are referred to a collection agency when all other attempts to obtain payment have failed. In this event, all costs related to the collection and/or legal process could be passed on to the person financially responsible for tuition.
- All tuition should be paid through FACTS Management on-line system.
- Preschool Extended Care payments will be included as part of a families FACTS account payment

Delinquent Accounts

- Families' with one payment in arrears will be notified by FACTS, St. John Neumann School and/or Peace of Christ Parish Finance Office as being PAST DUE.
- Families with an outstanding tuition balance of two payments in arrears will be notified by St. John Neumann School and/or Peace of Christ Parish Finance Office as being SERIOUSLY DELINQUENT. A written crisis notification will be provided to the families. The Principal, Pastor, or Business Office (as appropriate) will be notified of the seriously delinquent status. The crisis notification will alert the family that the student will not be allowed to attend classes.
- Delinquent accounts are referred to a collection agency when all other attempts to obtain payment have failed. In this event, all costs related to the collection and/or legal process could be passed on to the person financially responsible for tuition.