

# HOLY FAMILY SCHOOL

## TUITION, FEES & PAYMENT OPTIONS

### 2018-2019

<b>Category "A"</b> Active Parishioner Family (1) and Active Catholic Non-Parishioner or Non-Catholic Family in which Home Parish/Church provides the Subsidy (2)												
	Cost of Education Per Child	Parish Subsidy	Tuition	10 Monthly Payments	Registration Fee	Technology Fee	Home & School Fee	Total Tuition & Fees Paid by Family	Cash Card Earned Rebate or Buy Out (4)	20 Volunteer Hours or Buy Out (5)	Total Tuition & Fees if Elect to Buy Out (3)	
One Child	\$5,400	\$1,920	\$3,480	\$348	\$150	\$100	\$40	\$3,770	\$250	\$400	\$4,420	
2nd Child	\$5,400	\$3,040	\$2,360	\$236	\$150	\$100		\$2,610			\$2,610	
3rd Child	\$5,400	\$4,090	\$1,310	\$131	\$150	\$100		\$1,560			\$1,560	
4th Child	\$5,400	\$5,400	\$0	\$0	\$150	\$100		\$250			\$250	

<b>Category "B"</b> Active Catholic Non-Parishioner Family (2) or Non-Active Parishioner Family (1)												
	Cost of Education Per Child	Parish Subsidy	Tuition	10 Monthly Payments	Registration Fee	Technology Fee	Home & School Fee	Total Tuition & Fees Paid by You	Cash Card Earned Rebate or Buy Out (4)	20 Volunteer Hours or Buy Out (5)	Total Tuition & Fees if Elect to Buy Out (3)	
One Child	\$5,400	\$1,500	\$3,900	\$390	\$150	\$100	\$40	\$4,190	\$250	\$400	\$4,840	
2nd Child	\$5,400	\$1,500	\$3,900	\$390	\$150	\$100		\$4,150			\$4,150	
3rd Child	\$5,400	\$1,500	\$3,900	\$390	\$150	\$100		\$4,150			\$4,150	

<b>Category "C"</b> Non-Catholic Family												
	Cost of Education Per Child	Parish Subsidy	Tuition	10 Monthly Payments	Registration Fee	Technology Fee	Home & School Fee	Total Tuition & Fees Paid by You	Cash Card Earned Rebate or Buy Out (4)	20 Volunteer Hours or Buy Out (5)	Total Tuition & Fees if Elect to Buy Out (3)	
One Child	\$5,400	\$1,250	\$4,150	\$415	\$150	\$100	\$40	\$4,440	\$250	\$400	\$5,090	
2nd Child	\$5,400	\$1,250	\$4,150	\$415	\$150	\$100		\$4,400			\$4,400	
3rd Child	\$5,400	\$1,250	\$4,150	\$415	\$150	\$100		\$4,400			\$4,400	

(1) To qualify for the **Active Parishioner** Family tuition rate in Category A, the family must be registered and attending Holy Family Church for at least 6 months prior to registration, and contributing a minimum of \$15 weekly in offering (or via other periodic contributions totaling a similar amount) through the Sunday Collection Adult Recording Envelope Program or Online Giving within in the 2017 calendar year, otherwise Category B tuition rate will apply.

Online Giving is an automatic withdraw program from a personal checking, savings, credit or debit account. Online Giving can be set up on the church website: <http://www.holyfamilynazarethpa.com/>

(2) **Active Catholic Non-Parishioner** registered at another parish needs to obtain a letter of permission from their Pastor to attend Holy Family and attesting to active membership at their parish. This letter must be turned in each year at the time of registration. If the Home Parish Pastor agrees to pay the Parish Subsidy listed in Category A, then the Active Catholic Non-Parishioner will qualify for Category A tuition rate. If not, then Category B tuition rate will apply.

A **Non-Catholic** family may qualify for Category A tuition rate if they arrange for the Parish Subsidy listed in Category A to be paid by their church, synagogue or place of worship; otherwise Category C tuition rate will apply. Activity is determined by the family's place of worship.

(3) Other program costs and fees may apply based on student status and participation (field trips, sacramental, graduation, etc.)

(4) Each family is expected to accumulate a minimum of \$250 in rebates by participating in the Cash Card Program. When they purchase, for example, a \$100 Giant gift card to use for everyday purchases such as groceries and gas, it earns a rebate of 10%, or \$10 towards the \$250. All families are encouraged to exceed the minimum rebate amount in order to qualify for incentive programs to lower their tuition. Families are also permitted to choose the buyout option.

(5) Each family is required to give 20 hours of service time in the school each year. These are called Volunteer Angel Points. Each hour equals one point for a total of 20 points. Each point equals \$20. These points can be accumulated by volunteering at school events throughout the year. Families are encouraged to volunteer more than 20 hours so that they can help make the events a success and

\* **Please Note: Although it is not expected, all amounts are subject to modification pending final enrollment numbers for the school year. \***

For additional information, contact our Advancement Director, Mrs. Kristine Porter 610-759-5642 x-118 email: [porter@holyfamily-edu.org](mailto:porter@holyfamily-edu.org)

# Tuition & Fees Policy

## TUITION & FEES:

Collected using online-web based FACTS Management Program. Tuition is charged and invoiced on FACTS in June. Additional fees are charged and invoiced throughout the school year.

## TUITION PAYMENT PLANS

Each family may select one (1) payment plan option from the following, options may not be combined.

- **Annually** – One (1) payment due July 2018. Discount 5% off the 1<sup>st</sup> Child Net Tuition\*
- **Semi-Annually** – Two (2) payments due August 2018 and January 2019\*
- **Quarterly** – Four (4) payments due July 2018, October 2018, January 2019 and April 2019 \*
- **Monthly** – Ten (10) payments due August 2018– May 2019\*

\*Students registering after June 15, due date is determined by payment plan and date selected in FACTS.

**PAYMENT DATE** – Each family may select one (1) payment due date; 5<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>

**PAYMENT OPTIONS** – Online, By Phone, and Postal Mail

**PAYMENT METHOD** – Automatic (ACH), Check, or Credit Card\*\* (MasterCard, Discover, American Express) \*\*2.5% processing fee

FACTS Website: <https://online.factsmgmt.com>

Pay by phone: 1-866-441-4637

**(Include your account # and/or Invoice # on all payments)**

Payment mailing address: FACTS Management Company, P.O. Box 2597 Omaha, NE 68103-2597

## SCHOLARSHIP GRANTS & FINANCIAL AID

The application process for both the Diocesan EPSF scholarships (EITC and OSTC) and Holy Family Scholarship Grant and Financial Aid is online through the FACTS system. Application should be **completed by Friday April 28, 2018** for optimal award for academic year 2018-2019. More information is on separate document titled **SCHOLARSHIP GRANTS & FINANCIAL AID 2018-2019**.

## STEPS TO COMPLETE REGISTRATION FOR 2018-2019

1. Go online to [www.holyfamilynazareth.com](http://www.holyfamilynazareth.com) and complete the Online Application under the Admissions tab.
2. The Online Application fee is \$25 (non-refundable).
3. Upload baptism certificate and birth certificate or return these along with the Request for Records to the office.
4. Once records have been reviewed and acceptance is granted, then you will receive an email with instructions on how to complete the Enrollment Packet online through ParentsWeb/RenWeb.
5. As part of the Enrollment Packet, you will go into FACTS to select your payment plan.
6. The Enrollment/Registration Fee is \$125 (non-refundable).

## OTHER PROGRAMS & INCIDENTAL FEES (See Handbook for more information)

Incidental fees are invoiced by FACTS separately throughout the school year. Due date will be, in most cases, the 20<sup>th</sup> of the month. We will make every effort to keep this consistent.

**AFTERSCHOOL PROGRAM:** Available on full school days; dismissal to 5:30 pm. Fees are charged on FACTS weekly.

**FIELD TRIPS:** The cost of the event and transportation.

**GRADUATION:** Cap & Gown Fee

**LUNCH PROGRAM:** Student Hot Lunch and A La Carte. Payment is submitted directly to the cafeteria.

**SACRAMENTAL FEES:** 2<sup>nd</sup> Grade Communion, 6<sup>th</sup> Grade Breakthrough Bible, 8<sup>th</sup> Grade Confirmation (fees charged in 7<sup>th</sup> & 8<sup>th</sup>)

**SUPPLY CLOSET:** Student school supplies available for purchase & Teacher supply list charged on FACTS.

**TECHNOLOGY FEE:** \$100 per student (non-refundable).

**YEARBOOK:** Orders taken at end of school year.

**OTHER PROGRAMS MANAGED INDEPENDENTLY:** Band/Instrument Instruction, Drama Club, Lunch Program, Sports (Basketball, Volleyball, Track, Cross Country), Spirit Squad, Scouts, Stem Club, Student Council, Tennis Club, and more.

# Tuition & Fees Policy

## **CASH CARD PROGRAM (CCP) – coordinator email: [hfcc@holyfamily-edu.org](mailto:hfcc@holyfamily-edu.org)**

1. Year round fundraiser in which families purchase gift cards for their everyday purchases such as groceries, gasoline, prescriptions. Holy Family purchases these at a discount and resells them for face value. The difference is the rebate (profit).
2. Each new family will receive a welcome packet with access information to [www.ShopwithScrip.com](http://www.ShopwithScrip.com) online ordering program to place orders, pay-online (PrestoPay), view account information, reset login information, order history, and rebate totals.
3. Each Family must complete a Participation Agreement designating 100% of their rebate to School tuition fulfillment. This agreement continues year to year unless replaced by another.
4. Minimum rebate (profit) of \$250 during period June 1 through May 31. This includes transfer rebates, see #7.
5. School families that have children in Preschool and/or PREP only need to meet the school requirement.
6. Families may opt out monetarily for \$250, or the rebate shortfall.
7. Friends, Family, Businesses, co-workers, & neighbor may transfer their rebates to help by providing a participation agreement designating 100% of their rebate to your family tuition fulfillment. The agreement remains in effect year to year until replaced.
8. All financial obligations must be met before a family qualifies for cash card program monetary rewards, awards or incentives.

## **VOLUNTEER ANGEL POINTS (VAP) - coordinator contact information is in the school directory**

1. Each Family is to earn a minimum of 20 Angel Points by volunteering June 1 through May 31 within the School and the Parish.
2. At least 3 points have to be earned volunteering at designated “In” school events.
3. Many opportunities for parents or immediate family members (grandparent, aunt, uncle) are available.
4. Recording is the responsibility of the volunteer in the school office book. Event Chairpersons will report sign-in list.
5. The Angel Point Coordinator maintains the total by family.
6. Each point is equivalent to one (1) hour and is equated to \$20.00.
7. Family may opt out monetarily for \$400.00 or \$20 per point.
8. Opt out/shortfall is charged and invoiced on your FACTS account on May 1, 2019 or anytime at your request.
9. No dispensation is available from Volunteer Angel Points.

## **ADDITIONAL INFORMATION**

1. If payment due date falls on a non-banking day, the due date is business day prior except ACH payment is the next business day.
2. **Late Fee** of \$30 will be assessed on your FACTS account for any invoice missed due date on the 1<sup>st</sup> of each month.
3. **Returned Payments** will be assessed a \$30 fee on your FACTS account for each attempt.
4. **Avoid Late and Return Fees**- due dates can be changed with 4 business days’ notice by contacting FACTS or our Business Manager, Trish Scherr, email [scherrt@holyfamily.edu.org](mailto:scherrt@holyfamily.edu.org) or call 610-759-0870.
5. Statement of year-to-date totals on CCP will be emailed to each family; October, January, March.
6. Amount of opt out/shortfall remaining as of April 30, 2019 is charged to your FACTS account on May 1, 2019 with a payment due date of 5/31/19. Any Rebate on cash card purchases and Volunteer Angel points earned during May will be adjusted off the FACTS balance weekly each Wednesday in May.
7. Discrepancies or disputed charges on your FACTS account or Statement should be resolved prior to the Due Date.
8. Students with any past due or delinquency during the school term will not be able to attend field trips, school extracurricular programs; dances, sports, drama club, band/instrumental lessons, aftercare, etc. until account is current.
9. Refer to handbook for the Holy Family School Tuition Collection Policy.
10. All fees must be paid, regardless of FACTS due date, to receive report card, attend graduation, AM breakfast & PM Ceremony, transcripts will be held.
11. Report card & school records will be held for any unpaid balance will be mailed five (5) business days after payment is received.
12. All financial obligations must be met in order to qualify for scholarship or aid awards Award decisions are made in May. It is recommended that financial obligations for those applying be met by April 30.

## **DISPENSATION - Families experiencing financial hardship and not able to meet their obligations may request dispensation.**

1. To be eligible, a family must have a finalized application for Grant & Aid completed on FACTS for the current school year.
2. Dispensation requests are in writing to the Pastor between March 1 and no later than May 1. Request should include your name, student name, items and amount you are requesting dispensation, and the reason this is needed. Mail to Holy Family Church, Attn. Rev. Joseph Tobias, MSC, 23 Forest Drive, Nazareth, PA 18064. Requests are for current school term only.

## **STUDENT TRANSFER/WITHDRAW**

1. The school office should be notified in writing of any student that is withdrawing or will not be returning the next term.
2. If a child transfers or withdraws and attends at least one day in a month, the entire month’s tuition will be charged.
3. Tuition, Cash Card Program Rebate, Volunteer Angel Point, and Parish Contribution are prorated for the months attended.
4. If there is a tuition or fee adjustment needed, it will be made on the FACTS account. If a refund is due, including if tuition is paid in full, the refund will be issued by check and mailed to the FACTS Primary Account Holder.
5. Report card and school records will be released 5 business days after FACTS account is paid in full.