



TUITION POLICY

INTRODUCTION

We believe that your tuition payments are an investment in your child's education and religious formation. Therefore, the OCS Education Council accepts responsibility for recommending policies concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Council to insure that adequate financial resources are available for the school and that tuition is as affordable as possible for all families.

TUITION AND TUITION PAYMENT

- I. Tuition rates will be set annually by the OCS Education Council for the following:
 - A. **Parish Sponsored:** Families must be a participating member of an OCS-sponsored parish. Each family shall receive the benefit of a reduced rate of tuition. The actual tuition will be calculated per family based on the number of children in attendance. Each family must submit a parish sponsored tuition voucher.
 - B. **Catholics from a Non-OCS Sponsoring Parish:** Tuition for Catholic families not from an OCS Sponsoring Parish shall be calculated for each child in attendance per grade level.
 - C. **Non-Parish Sponsored:** Tuition for families that do not fit into either A or B shall be calculated based on the total cost of educating each child in attendance per grade level.
- II. All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student pre-registration (typically in March). Options for payment shall include:
 - A. **Full Payment.** Under this plan the entire amount of tuition, less a 3% discount is paid on or before Registration (typically in July). This payment is made directly to the OCS school office.
 - B. **Monthly Payments.** Under this plan the entire amount of tuition is paid monthly over a twelve (12) month period beginning in June through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through a checking or savings account. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS on either the 5th or the 20th of each month.
 - C. **Quarterly Payments.** Under this plan the entire amount of tuition is paid quarterly over a twelve (12) month period beginning in June through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through a checking or savings account. Those choosing this plan will authorize their

financial institution to make automatic payments to FACTS on either the 5th or the 20th of June, September, December and March.

- D. **Semi-Annual Payments.** Under this plan the entire amount of tuition is paid semi-annually over a twelve (12) month period beginning in June through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through a checking or savings account. Those choosing this plan will authorize their financial institution to make automatic payments to FACTS on either the 5th or the 20th of June and December.
- E. **Payments via Credit Cards.** Under this plan families can choose to pay their tuition via a credit card in one of two ways:
- The entire amount of tuition is paid monthly via an agreement with the FACTS Tuition Management Plan. A convenience fee of 2.5% of the total amount charged will be assessed with each credit card transaction.
 - Families can choose to pay part or all of their tuition in the OCS Business Office. A convenience fee of 2.5% of the total charged will be assessed with each credit card transaction. OCS accepts personal Master Card and VISA Cards only.
- F. **Request for Exemption.** In the event that a family cannot choose one of the payment plan options (A – E), the family is required to meet with the Director or a member of the OCS Business Office staff so that suitable arrangements can be made and monitored.

LATE REGISTRATIONS

- A. Families registering after July 1st shall be expected to fulfill their tuition obligation according to the tuition policy stated above.
- B. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance..

LATE PAYMENTS

It shall be the responsibility of each school family to keep OCS Business Office informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

- I. **Full Payment.** If payment is not received by the end of Registration, the discounted rate of tuition will not apply. The family will be contacted within five (5) days by the OCS Business Office concerning the missed payment date and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments shall be made through the FACTS Tuition Management Plan.
- II. **Monthly Payments.** School families who choose the twelve (12) month payment plan and miss a monthly payment due to insufficient funds will be assessed a missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS two additional times before it is turned over to OCS for collection. A missed payment fee is charged for each attempt.

In addition, school families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed

payment will be informed that their children may not be re-admitted to school according to the specifications of this policy.

- III. **Quarterly or Semi-Annual Payments.** School families who choose a quarterly or semi-annual payment plan and miss an automatic payment due to insufficient funds will be assessed a missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS two additional times before it is turned over to OCS for collection. A missed payment fee is charged for each attempt.

In addition, school families who have missed two payment attempts and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment may be informed that their children will not be re-admitted to school according to the specifications of this policy.

- IV. **Payments with a Credit Card.** Families can choose to pay part or all of their tuition in the OCS Business Office with a credit card. A convenience fee of 2.5% of the total charged will be assessed with each credit card transaction. OCS accepts personal Master Card and VISA cards only.

TUITION ASSISTANCE

Please see the OCS Tuition Assistance Policy document.

NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY

School families failing to pay tuition according to the agreement which they have made with OCS or who have been unwilling to make suitable alternative arrangements will be informed that their child(ren) may not be readmitted.

All families must be current in their payment of tuition:

By August 1st:

If not, students may not be admitted on the first day of school.

By December

If not, students may not be readmitted on the first day of class in January and may not be eligible for semester examinations.

By April 20th:

If not, report cards and permanent records will not be released. Seniors may not receive caps and gowns or be allowed to graduate on stage.

DELINQUENT TUITION/OUTSTANDING BALANCES FROM PREVIOUS YEAR(S)

All previously unpaid tuition and other outstanding balances must be paid by Registration if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to OCS. If payment is not possible, suitable arrangements must be made with the OCS Business Office.

TUITION REFUNDS

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. After the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance.