

**ST. FRANCIS HIGH SCHOOL**  
**2015-2016**  
**Tuition Policy and Procedures**

**I.) REGISTRATION**

- A \$150.00 one-time registration fee is required upon initial registration for any new student (i.e., freshman, transfer student, etc.) into the St. Francis community. **This is a non-refundable fee.**
- A \$500.00 advance tuition deposit is required in February with the Registration Materials for the 2015-16 school year. **This is a non-refundable fee.**
- The Tuition Payment Agreement and St. Francis Fund Pledge Form (reverse side of the Tuition Payment Agreement) must be submitted at the time of student registration.

**II.) TUITION REMITTANCE**

All families are required to make tuition remittances through ***FACTS Management Tuition Program*** in accordance with one of the following payment plans.

- **One (1) Payment (\$0 fee).** The total cost of tuition is remitted by either July 5<sup>th</sup> or July 20<sup>th</sup>. Those choosing this plan can send a personal check to the FACTS Tuition Management Plan. Alternatively, you can authorize your financial institution to make an automatic payment to FACTS Tuition Management Plan on either of these two (2) dates. This automatic payment plan is made directly through a checking or savings account. Or, the payment can be made via credit card (a convenience fee applies) on-line through the FACTS Tuition Management Plan website.
- **Two (2) Semester Payments (\$0 fee; however a \$15.00 fee will be charged initially, and you will receive a \$15.00 credit in your December payment).** The cost of tuition is remitted in two (2) installments on either: July 5<sup>th</sup> and December 5<sup>th</sup>; or, July 20<sup>th</sup> and December 20<sup>th</sup>. Those choosing this plan will authorize their financial institution to make an automatic payment to FACTS Tuition Management Plan on these two dates. This automatic payment plan is made directly through a checking or savings account. Or, the payments can be made via credit card (a convenience fee applies) on-line through the FACTS Tuition Management Plan website.
- **Ten (10) Monthly Payments (\$41 fee).** The cost of tuition is remitted monthly over a ten (10) month period beginning in July (ending in April) through the FACTS Tuition Management Plan. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS Tuition Management Plan on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month. This is an automatic payment plan made through a checking or savings account. Or, the payments can be made via credit card (a convenience fee applies) on-line through the FACTS Tuition Management Plan website.

### III.) **REGISTRATION AFTER MARCH 1<sup>st</sup>**

- Families registering after March 1<sup>st</sup> will fulfill their tuition obligation according to the tuition policy outlined above.
- Tuition for students registering on or after the first day of school shall be pro-rated over the number of school days they will be in attendance according to a formula established by the St. Francis High School Business Office.

### IV.) **LATE PAYMENT FEES/FINANCIAL HOLD OF STUDENT(S) DUE TO TUITION DELINQUENCY**

Each family is responsible for fulfilling their agreed financial obligation regarding tuition and applicable fees.

- A missed payment attributable to insufficient funds will be assessed a \$30.00 fee by the FACTS Tuition Management Plan. Additional fees may be incurred by your financial institution as well.
- FACTS Tuition Management immediately notifies the St. Francis High School Business Office of all missed payments. In turn, the Business Office will notify you as well. The delinquent payment will be re-attempted by FACTS on the 5<sup>th</sup> or the 20<sup>th</sup> of the month, whichever is subsequent to the originally scheduled payment date.
- If the re-attempted payment fails a personal conference with the St. Francis Business Office will be required within five (5) business days.
- The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. Failing to remit tuition and fees in accordance with this policy may result in any or all of the following:
  - Withdrawal of student from enrollment
  - Prevention from scheduling courses for the following school term
  - Suspension from extracurricular activities
  - Non-participation in graduation ceremony
  - Withholding the issuance of transcripts or any other student records
  - Non-acceptance of enrollment for sibling(s) in a future school year
- The following are critical tuition remittance deadlines and related consequences:
  - **July 31, 2015**  
Students will not be admitted on the first day of school and will not be permitted to tryout or participate in fall related co-curricular activities.
  - **December 30, 2015**  
Students will not be re-admitted on the first day of class in January, i.e., beginning of the second semester.
  - **February 5, 2016**  
Student's registration for the 2016-17 school year will be placed on hold and the elective courses cannot be guaranteed.
  - **May 13, 2016**  
Graduating seniors will not receive diplomas and permanent records, transcripts, etc. will not be released until all financial obligations have been satisfactorily agreed with the St. Francis High School Business Office.

**ST. FRANCIS HIGH SCHOOL  
2015-2016  
Tuition Payment Agreement**

(This form **must** be returned with the Registration Materials for the 2015-16 school year in order to complete the registration process.)

PARENT/GUARDIAN NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

\*Email for FINANCIAL/TUITION PAYMENT Information: \_\_\_\_\_

(\* Required)

STUDENT(S) NAME(S) \_\_\_\_\_ Graduation Year(s): \_\_\_\_\_


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**Tuition and the technology fee for the 2015-16 school year will be remitted according to one of the following options:**

- Option One**  
Single Payment via FACTS Tuition Management Plan.  
Amount due: \$11,015.00 (\$11,190.00 minus \$500.00 advance tuition deposit plus \$325 technology fee).  
  
Remittance can be made by either the (check one): \_\_\_\_ 5th or the \_\_\_\_ 20<sup>th</sup> of July.
  
  - Option Two**  
Two (2) installments via FACTS Tuition Management Plan.  
Amount due for first installment: \$5,670.00, second installment: \$5,345.00 (\$11,190.00 minus \$500.00 advance tuition deposit divided by 2 plus \$325 technology fee on the first installment).  
  
Remittance can be made on either the (check one): \_\_\_\_ July 5<sup>th</sup>/Dec 5<sup>th</sup> or the \_\_\_\_ July 20<sup>th</sup>/Dec 20<sup>th</sup>.
  
  - Option Three**  
Ten (10) installments (July through April) via FACTS Tuition Management Plan.  
Amount due for first installment: \$1,394.00, remaining installments \$1,069.00 (\$11,190.00 minus \$500.00 advance tuition deposit divided by 10 plus \$325 technology fee on the first installment).  
  
Remittance can be made on either the (check one): \_\_\_\_ 5th or the \_\_\_\_ 20<sup>th</sup> of the month.
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**THIS FORM MUST BE SIGNED BY A PARENT/GUARDIAN  
PLEASE TURN THIS FORM OVER**

**ST. FRANCIS HIGH SCHOOL  
2015-2016  
ST. FRANCIS FUND PLEDGE FORM**

In support of the mission of St. Francis High School, I intend to contribute the sum of

\$ \_\_\_\_\_ to the **St. Francis Fund**.

*(The suggested family gift is \$900.00. St. Francis Fund donations are tax deductible to the fullest extent of the law.)*

**My contribution will be made in:** August – December – April (circle one)

**Payment Options:**

- We will fulfill our pledge through FACTS.
- We will fulfill our pledge by check, please send me a reminder as indicated below.
- We will fulfill our pledge by credit card, please charge my card as indicated below.

Visa  Master Card  Discover 

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name as it appears on card and billing address if different than above:

\_\_\_\_\_

Please indicate if you plan to have your gift matched by your or your spouse's employer:

Potential Matching Gift Amount: \$ \_\_\_\_\_

Matching Gift Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Print Name(s) as you would like to be acknowledged:**

\_\_\_\_\_

**Contact information for reminders:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Gifts of \$1,500 or more qualify for membership in the St. Francis Society.**

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I agree to make tuition and contribution payments for the 2015-16 school year according to the option selected above. I have read the school's policies and procedures regarding payment and agree to abide.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Tuition Payment Agreement and St. Francis Fund

### **Q: What is the St. Francis Fund?**

**A:** Each year, St. Francis charges less for tuition than the actual cost of educating the students. We do this in an effort to make it as affordable as possible. This year, the difference between the actual cost and the charge for tuition is \$2,024. If you multiply that by approximately 800 students you will see that we start each year needing to raise more than \$1,619,200 in donations.

We raise this \$1,619,200 through personal donations from parents, grandparents, alumni, friends, special events, businesses, foundations, etc. Without these donations the cost of tuition would need to be even higher. Therefore, we ask that you please donate through the St. Francis Fund to help make up this difference between what we charge for tuition and what it costs to operate the school per student.

Please know that your tax-deductible gift pays for library materials, technology, athletics, music and drama programs, quality faculty members, science equipment, ministry programs, and more.

### **Q: For budgeting purposes, can I add my St. Francis Fund donation to my FACTS Tuition Management Plan?**

**A:** Yes, we have provided you with the opportunity to add your St. Francis Fund donation to your FACTS statement by completing and returning the enclosed form.

### **Q: Can I opt to make the contribution via check instead of adding my St. Francis Fund donation to my FACTS plan option?**

**A:** Yes, simply send your donation to our Development Office, to the attention of Tom Bednar. We ask that donations by check are made by August 1, 2015, December 1, 2015 or April 1, 2016.

### **Q: Can use my credit card to make St. Francis Fund donation?**

**A:** Yes, simply fill out your credit card information and the date that you would like to be charged (August 1, 2015, December 1, 2015 or April 1, 2016).

### **Q. What is the St. Francis Society and the benefits of belonging?**

**A.** The St. Francis Society is composed of all donors who give \$1,500 or more to the school. Members receive Athletic passes and tickets to the fall play and spring musical. They are invited to attend our Annual President's St. Francis Society Mass and Brunch. Members also receive special recognition in our Annual Report.

**Any questions regarding St. Francis Fund donations should be directed to Tom Bednar at [tbednar@sfhscollegeprep.org](mailto:tbednar@sfhscollegeprep.org), 630-668-5800 ext. 1102.**

# St. Francis High School

## Tuition and Fees Summary 2015-16 School Year

✓ <b><u>Tuition</u></b>	\$11,190.00
Less: tuition deposit remitted at registration	(500.00)
Balance (remittance according to one of three available options)	\$10,690.00
✓ <b><u>Technology Fee</u></b>	\$325.00
All students will be required to remit a technology fee. This fee will be assessed at the beginning of the school year and added to the first FACTS payment.	
✓ <b><u>Specialty Fees</u></b>	
• Initial Registration (new students)	\$150.00
• Graduation (seniors)	125.00
• "Senior Celebration" (optional) ( <i>approximate cost</i> )	90.00
✓ <b><u>Performing Arts Participation Fees</u></b>	
• Band	\$150.00
• Choral	60.00
• Drama (per production)	190.00
✓ <b><u>Sports Participation Fees</u></b>	
• All sports – one rate	\$190.00
✓ <b><u>Retreats</u></b>	
• Junior Retreat (required)	\$180.00
• Kairos Retreat (optional for seniors)	225.00

### **Textbooks**

Educational Sales Co., Inc. (ESCO) is the preferred vendor utilized for on-line purchasing and resale of student textbooks. Many classes will be offering e-books in lieu of printed textbooks. Students will have an opportunity to sell back their printed books during the week of their second semester exams in May. Further information will be sent regarding ESCO at a later date.

### **Uniforms**

"Rumpel Shirt Skin" (110 W. Willow Avenue, Wheaton, IL 60187, 630-682-4495) is the vendor utilized for all required uniform apparel. Further information will be sent regarding "Rumpel Shirt Skin" at a later date.

### **St. Francis Fund donation**

Each family is encouraged to pledge a \$900.00 tax deductible contribution to the St. Francis Fund to assist in closing the \$2,024.00 variance between the cost of education and tuition.