

NOTRE DAME HIGH SCHOOL TUITION POLICY

The Tuition Policy adopted by the Notre Dame High School Board of Trustees (hereinafter “the Board”) on the 15th day of January, 2008 replaces all and any existing tuition policies.

A. TUITION STATEMENT.

The tuition charged by Notre Dame may only partially cover the total expenditures for the Catholic education program for each student. The remaining funds come from diocesan and parish subsidies, the Annual Fund, special fundraising events and the generous contributions of many benefactors.

The Board will establish the tuition rate for the subsequent year prior to the annual open house for prospective students. In addition, the Board reserves the right to establish fees for other services and programs as the Board deems necessary in order to preserve the financial integrity of the school.

In order for a student to be considered enrolled in the school an initial deposit of \$100.00 and the Registration Fee of \$75.00, if applicable, must be paid by March 1st.

B. TUITION RATES.

1. There is a one-time \$75.00 Registration Fee for all students entering Notre Dame for the first time. The Registration Fee also applies to students who transferred out of Notre Dame and decide to return. This Registration Fee must be paid before the student will be considered enrolled.

2. The annual tuition rate shall be determined by the Board by establishing the annual cost to operate the school divided by the projected number of students enrolled for the next year.

3. There shall be a reduction of five percent (5%) of the net tuition owed after deduction for scholarships, financial aid, tuition assistance, Guardian Angel and Parish contributions for any student whose tuition is paid in full before May 15th.

C. TUITION ASSISTANCE.

1. The Board will establish the amount of money to be available for tuition assistance on an annual basis by no later than April 1st.

2. Tuition assistance may be available for families who meet the eligibility criteria as established from time to time by the Board. In order to be eligible for tuition assistance a completed online financial application must be submitted by the responsible party before March 1st. Forms will be available in the School's Main Office.

3. Families receiving tuition assistance are required to complete volunteer hours at the school. A list of volunteer opportunities will be distributed to families for tuition assistance received at a rate to be determined by the Board. Volunteer hours will be coordinated through the Business Office. Families that do not complete the required volunteer hours may be billed for the unfulfilled portion of the hours.

D. GRANTS

Grants for tuition assistance may be available from outside agencies and from the home parish. Families receiving grants should notify the business office immediately upon becoming aware of such and amend their Facts application for tuition assistance. The grant will be applied to the student tuition account when the school receives information about the grant in writing from the agency providing the grant and may affect the amount of tuition assistance provided by Notre Dame.

E. PAYMENT PLAN.

1. All students who do not have their tuition paid in full are required to make a refundable deposit equal to ten percent (10%) of their tuition bill and have a responsible party(ies) fill out a FACTS Tuition Management Company (hereinafter "FACTS") EFT payment plan by no later than May 15th or risk losing any tuition assistance that has been granted.

F. PAYMENT FORM.

1. Tuition in full and /or deposits must be paid by:
 - a. Cash; or
 - b. Check;

- c. CCRD
- d. Electronic Funds Transfer (EFT) for the full amount; or
- e. All other tuition payments will be processed through the FACTS

Plan by EFT payments.

G. LATE FEES.

Initial student deposits for the following year, received after March 1st, will be subject to a late fee of \$75.00. The late fee must be paid before a student is considered enrolled in the School.

H. RETURN CHECK / EFT FEES.

Any responsible party will be charged \$25.00 for any check or EFT that is returned for insufficient funds or on a closed account.

I. DELINQUENT ACCOUNTS.

1. Delinquency letters will be sent to the responsible party by FACTS per their program for a period of 2 months.

2. After 2 months of delinquency without the responsible party making special arrangements for the payment of the delinquency through the Finance Committee appointed by the Board, the student will not be allowed to participate in any extra-curricular activities at the School, attend School the following semester and will not be allowed to take final exams or participate in graduation ceremonies.

3. No student who owes tuition from a previous year will be allowed to attend the school in subsequent years.

J. EXTENUATING CIRCUMSTANCES.

1. Families who experience extenuating circumstances (such as loss or significant change in employment status, the loss of a spouse, divorce or separation etc.) must contact the Principal, Campus Minister, Business Manager or Board Member who will arrange a meeting with the Finance Committee of the Board to arrange for alternate payment plans if necessary.

K. REFUNDS.

1. Provided that the responsible party conducts an exit interview with the Finance/Admissions Committee of the School upon a student's withdrawal the following refunds will be granted:

- a. 100% if withdrawal prior to September 1st;
- b. After September 1st the refund will be in proportion to the number of months attended, provided the request is received in writing. The minimum withheld will be equal to one month's tuition.

2. The tuition paid will be forfeited if the family will not have an interview with the Finance Committee during which the reasons the student is withdrawing are fully discussed.

3. There will be no refund of any Registration Fee or other Fees and no tuition refund if the student is asked to leave the school for disciplinary reasons.