

St. Thomas School Financial Policy
Grades K – 8
2009 - 2010

The following policy has been developed and approved by the St. Thomas School Board in conjunction with Father Melo.

Payment #1 must be received no later than June 1, 2009. Payment #1 is non-refundable. All subsequent payments must be made no later than the 15th of the month, July and September through April. **In order for a student to begin the 2009-2010 school year, payment #2 must be received by July 15th. The option of paying tuition in 10 payments is a courtesy to families. This payment option will be revoked if any payment is not made on time and the tuition balance for the school year will be payable in full. This policy will be strictly enforced.**

Budgetary calculations are closely tied to anticipated enrollment, therefore it is imperative that any parent who anticipates difficulty in meeting payment deadlines inform the principal immediately.

A written notice shall be sent to the parent/s of any student for whom tuition and/or fees remains outstanding. If there is no payment of the delinquent balance, enrollment should be terminated. This may be implemented only at the end of the current marking period. No student will be suspended or expelled from school during the course of the current marking period because of parental unwillingness to pay tuition or fees. Under no circumstances would report cards or other student records be withheld or in any way used for the enforcement of tuition, fees or Home & School collections.

In addition to tuition and fees, Home & School participation and fundraising are required.

No student will be allowed to begin a new school year if the Home & School Association obligation remains outstanding from the prior school year.

Tuition Assistance

Tuition assistance is available to all students preference will be given based on financial need. Please submit the *Application for Tuition Assistance*, with all required documentation, to the Principal by June 1, 2009. The *Application for Tuition Assistance* will not be considered if the first tuition payment has not been paid. Assistance awards are made possible through the Archbishop's Annual Appeal, the Office of Catholic Schools and private donors.

SUBSIDY

St. Thomas Parishioners: To be eligible for subsidy, a family must be registered active parish members, attending Mass on a weekly basis, and supporting the parish through the envelope system. To support the parish through the envelope system requires a minimum contribution of \$5 per week.

Others: Please check with your parish to confirm your eligibility for subsidy to St. Thomas School. Qualifications for subsidy may vary from parish to parish.

If the parish does not pay the subsidy, the family is responsible for the \$250 amount.