

TUITION AND FEES

Tuition is recommended by the Parish Finance Committee in cooperation with the Education Commission and approved by the Parish Council. This tuition rate is sent to each family along with the registration form in the Spring.

There are two separate tuition rates. One is for families who are registered members of St. Helen Parish. One applies to families who are not registered members of the parish.

Parishioners who wish to qualify for reduced tuition rates must meet the following criteria:

1. Be registered members of St. Helen Parish
2. Participate regularly in the prayer life of the community, especially Sunday Eucharist
3. Volunteer some work annually according to age and circumstances
4. Use offertory envelopes on a regular basis to give moral and financial support to the parish.

TUITION COLLECTION POLICY

Parents may choose one of the following options for tuition payment schedule:

1. Pay all at one time before school opens
2. Pay by semester—August and January
3. Pay bi-monthly—August, October, December, February, and April.
4. Pay monthly—in 10 payments, first payment due by designated date in August and the rest by the 1st of the month from September 1 through May 1.

Regardless of the schedule chosen, payment must be kept current.

The following tuition policies apply:

1. Any family who does not have their first tuition payment paid by the August deadline will lose their registration fee and their child(ren)'s name will be removed from class lists to accommodate new registrations. To have their child(ren) put back on class lists, they must pay \$50 to re-register their children.
2. New families who register after the August deadline for the first payment, must pay both the \$50 registration fee and the first tuition payment at time of registration.
3. Registration fees are non-refundable. Families who withdraw their child(ren) after having paid the first tuition payment will forfeit the first month's tuition payment. Exception: families who receive military orders, or move out of the Miami Valley.
4. Dates when tuition payments are due are listed on the Tuition Payment Plan form that every family signs and returns with their registration fee. Reminders are put in the School Newsletter. If a family is delinquent with tuition, and has not notified the office **in writing**, indicating when payment will be made, an additional \$50 charge will be added to the tuition due. A grace period of five calendar days from tuition due date will be given. Failure to make payment on date indicated when extension is requested in writing, will result in the \$50 charge.

Please note this additional charge of \$50 will apply if checks are returned from the bank indicating insufficient funds. To avoid this, either send (in writing) when payment will be made, or send the check and attach a note indicating you have postdated it and it will be held until that date.

Parents who have not kept current on tuition payments will receive a letter to communicate with the school by a given date, or children will be excluded from school. It is not the intent of the Administration to exclude children from school, but to emphasize to parents the need for them to contact the school office to make other arrangements when they cannot make their tuition payments on time. Quarterly report cards will not be released until tuition is brought up to date.

All payments made after May 10th must be made in cash.

TUITION ASSISTANCE

Assistance is available to parishioners who would otherwise be unable to send their children to St. Helen School.

Eligibility criteria is:

1. Be registered members of St. Helen Parish
2. Participate regularly in the prayer life of the community, especially Sunday Eucharist
3. Volunteer some work annually according to age and circumstances
4. Use offertory envelopes on a regular basis to give moral and financial support to the parish.

Parents who wish to apply for tuition aid can obtain an application (PSAS—Private School Aid Services) which provides a needs assessment for distribution of tuition aid. There is a processing fee and applications are due by **March 1, 2011**. Families will be informed of eligibility/amount of aid by mid June.

