

# Tuition Statement

Sacred Heart School  
Roslindale, MA

## Overview

The Sacred Heart tuition rates and policies, supported by our annual development, marketing and fundraising efforts, benefit all students by increasing the ability of the school to provide a quality Catholic education experience in a stable and Christian environment for a diverse group of families and students. Every tuition payment is very important for every family. When a tuition payment is not made or is late and long overdue it affects all families at Sacred Heart School. It creates a loss in finances and this loss causes a loss in the school's ability to provide the best educational process and outcomes for all children.

## I. Tuition Rates

Tuition For 2016/2017	Number of days hours of operation	Tuition
K2 – Grade 8      1 child	5 Days 8:00 – 3:45	\$6,500.00
K2 - Grade 8      2 Children	5 Days 8:00 – 3:45	\$13,000.00
K2 – Grade 8      3 Children	5 Days 8:00 – 3:45	\$19,500.00
K2 – Grade 8      4 Children	5 Days 8:00 – 3:45	\$19,500.00
Before School Program	7:00 – 7:45	\$2.00 per day

## II. Registration Fees for 2016-2017 Academic Year

**Incoming Scholars** a \$500.00 non-refundable/nontransferable registration fee is due with the application

**Current K0 – 8 Scholars** \$200.00 non-refundable/nontransferable registration fee is due by January 30<sup>th</sup> with an additional \$300.00 due by May 15<sup>th</sup>, to guarantee a seat for September. The registration fee is applied toward tuition cost. All inquiries, once a class is filled, will be put on a waiting list. Registration fees are paid directly to Sacred Heart School and are not collected through *Smart Tuition*. A \$300.00 late fee will be assessed if the Registration fee is not received by May 15<sup>th</sup>.

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### **III. Tuition Payments Policy**

**This policy applies to all families. All tuition payments must be made through SMART Tuition Management Company.** This company was selected by Sacred Heart School because it is a recognized, trustworthy financial support service that works with many Catholic Schools in New England. All Sacred Heart families are required to sign up with SMART tuition and follow the process and procedures provided by the Company. Please visit the website for further direction and guidance. Paper forms are available at the business office. [www.smarttuition.com](http://www.smarttuition.com)

- A. Full payment of balance due on or before September 20<sup>th</sup>. Tuition is reduced \$100.00 per scholar with this option. Families are required to be enrolled with *Smart Tuition*.
- B. Ten (10) monthly payments made through Smart Tuition paid on the 20<sup>th</sup> of each month starting in July and ending in April
- C. Helpful Hints regarding SMART Tuition Management program
  - Payments are required to be made through *Smart Tuition*. Payments can be made through your choice of plan. Plans include: a) automatic bank to bank transfer of funds through an authorized checking or savings account or b) Credit cards such as American Express, Discover or MasterCard are accepted.
  - Each year families, who were previously enrolled will be automatically re-enrolled in the plan, the family selected during the prior year. Each family will be responsible for the application enrollment fee and bank withdrawals for the selected plan until graduation or student withdrawal.
  - *Smart Tuition* agreement changes: such as change in bank account information may be changed by contacting Smart Tuition or submitting a new Smart Tuition form to the Business Office.

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**D. Benefits for Enrollment in SMART Tuition Management**

- Ease of use for all Sacred Heart families
- Choice of payment plans for families
- Payments made electronically by phone or internet
- Credit Card payments accepted.
- Easy access to family's account to view balance

**F. Penalties for Failure to Comply**

- **Failure to Pay on Time:** *Families who are not able to keep up with their account will be advised by SMART Tuition and the Sacred Heart Business office. After 30 days, families whose account is not paid will be in arrears (bad debt) and this designation will result in the scholar's suspension from school.*
- **Returned or Bounced Payments:**
- If your payment is returned from Smart Tuition due to insufficient funds a \$30.00 fee will be applied to your account. Payments will be automatically reattempted 10 days after the failed payment.
- If your payment fails a second time you must bring your payment in the form of cash or money order to the Business Office. Scholars will be suspended from school if payments are 30 days overdue.

**IV. Tuition Policies for Families Joining Sacred Heart School after the Start of the School Year:**

- Scholars who enroll after the school year has officially begun will pay tuition based on the following:
- Enrolled before October 30<sup>th</sup> full tuition is due.

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- Enrollment after November 1<sup>st</sup>, families will be charged 10% of the tuition cost for each month remaining in the School Year.

**Sacred Heart School**

1035 Canterbury Street ♦ Roslindale, MA 02131 ♦ Ph: (617) 323-2500 ♦ Fax: (617) 325-7151

[www.sacredheart-boston.org](http://www.sacredheart-boston.org)

**June 2016**

## V. Tuition Policies Withdrawal from Sacred Heart School

- Sacred Heart School considers the cost of a scholar's education as a full school year expense. Books are purchased, teachers are hired, and classrooms are prepared in anticipation for each scholar's full-year participation. As a result, Sacred Heart has specific policies regarding scholars who withdraw prior to the end of the school year.
- **No refunds or transfer of any tuition paid will be issued up to the point of withdrawal.**

Withdraw in any month	Payments are due through that month
E.g. Withdraw in September	Payments due from July through September
E.g. Withdraw in December	Payments due from July through December
E.g. Withdraw in January	Payments due from July through January

- **Requirements for Official Withdrawal:**
- Families are responsible for contacting the Business Office to cancel your Smart Tuition agreement. If there is still an outstanding balance the agreement will remain open until all financial obligations have been met.
- Tuition must be current before a scholar's withdrawal will be processed.
- **Requirements for Official Transfer of School Records**
- Requests for a scholar's school record transfers must be submitted in a timely manner to the business office. Requests for record transfer at any grade level will NOT be processed unless tuition is **Paid in Full to Date**.
- Final report cards will show an incomplete in all subjects if the scholar's account is not **Paid in Full to Date**.
- Eighth grade students will not be permitted to participate in graduation ceremonies and will not receive a diploma or formal transcript for high school, if the scholar's account is not **Paid In Full To Date**.

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