



Tuition Policy

There are three types of financial aid available for families who qualify for assistance in paying for school tuition:

- A. Choice Scholarship (Voucher)
- B. Scholarship Granting Organization (SGO)
- C. Parish Scholarship (Angel Fund)

A Financial Aid request for must be filled out in order to determine need.

A. Vouchers-

- Eligibility is set by the state.
- Availability for qualifying Parish and Non-Parish families.
- To qualify, must meet **income guidelines set by the state of Indiana and one or more of the following:**
 - Have attended an Indiana public school for two semesters in prior school year (Public School Pathway);
 - Received an SGO scholarship (SGO Pathway);
 - Have an IEP or ISP (Special Education Pathway)
 - Live in "failing" school boundaries ("F" Public School Pathway) or
 - Have a sibling that has previously qualified (Sibling Pathway)

B. Scholarship Granting Organization (SGO)- □

Eligibility is set by the Choice Trust.

- Available for qualifying Parish and Non-Parish families.

- Currently 200% of free lunch program eligibility.
- Currently recommend for families who need to qualify for voucher the following year.

C. Parish Scholarships

- Funded solely by donations.
- Eligibility =Parish families for children in Kindergarten through 8th grade.
- Must be active parishioner in good standing and is actively volunteering in school or church, and must demonstrate financial need.

Tuition/Fees

A. Parishioner/Non-Parishioner Tuition Rate

St. Michael Catholic School welcomes children of both active parish families as well as other families in the community.

- Only Active Parishioners are eligible to receive the Parish Family tuition rate.
- In order to qualify for Parish family tuition rate parents or guardians must meet the following criteria:
 1. Attend Mass regularly
 2. Volunteer at St. Michael Catholic Church or School
 3. Submit an annual financial pledge via the Stewardship Card, and fulfill the pledge using your collection envelope, a check or electronic fund transfer.

B. Payment Options -

All tuition payments will be made through the electronic payment system (FACTS). All school families are required to have an active FACTS account.

1. Pay full tuition amount up front by July 5 for upcoming school year.
2. Semi-annual option which will deducted in July and January.

3. Pay monthly on a 10 month or 12 month plan. Automatic withdrawals will be made on the 5th or 20th of the month as designated by the account holder.

4. Request for Exemption-

Unexpected hardships that may affect a family's ability to pay on the planned payment cycle requires a meeting with the school principal and Business Manager to discuss possible alternative options.

C. Registration Deposit

1. Registration deposits and deadlines are communicated in early February and generally due in mid-March for the following school year.
2. A registration deposit is required for all families.
3. Registration deposits are **non-refundable**.
4. Registration deposits are applied to the following year's tuition.

D. Late Registration

1. Late registration forms received after registration deadline may result in the child or family being placed on a waiting list for enrollment and put in the lottery process, if classes are full.
2. Current families who register must have met their previous obligation regarding tuition and fees.
3. Tuition for registrations after the first day of school will be prorated over the number of school days remaining in the school year.

E. Late Payments

1. The Business Manager is routinely notified by FACTS of all payments made or missed.
2. It is the responsibility of each school family to keep the St. Michael Business Manager informed of their need to make any changes in their payment plan for tuition and other fees, or to discuss changes in circumstances leading to the possible need for financial aid.
3. Prior to any late payment, the financially responsible adult from a school family must meet with the Business Manager to make temporary or permanent adjustments to the timing of FACTS withdrawals.
4. In the event of a missed payment, families experiencing temporary difficulties must contact the Business Manager as soon as, but no later than 30 days after the missed payment.
5. School families who have missed two monthly payments and have not made suitable arrangements within fourteen days (14) calendar days of the second missed payment will be informed that their child(ren) may not be readmitted to school or allowed to continue.
6. Prior to the end of each semester, the financially responsible party must ensure that all outstanding tuition and fees are paid to current status.
7. School families failing to pay tuition according to the agreement which they have made with St. Michael School or who have been unwilling to make suitable alternative arrangements will be informed their child(ren) may not be re-admitted to school.

8. Prior to any determination on continued enrollment, the parent(s) or other responsible adult(s) must meet with the principal and Business Manager to discuss how to bring the account into good standing. Further legal steps may be taken as needed.
9. All families must be current in their payment of tuition and fees:

By July 1st:

If a family is still carrying an outstanding balance for the prior school year, the student(s) may not be admitted on the first day of school.

By December 1st:

If not paid current, students may not be readmitted on the first day of class in January.

By May 1st:

Future registration may be denied and school records will not be transferred until all financial obligations are met.

Revised 6/16/16