



**Terms & Conditions of Enrollment  
Sacred Heart School  
2022-2023**

When a student is accepted and has enrolled in Sacred Heart School, the parents/guardians of the student agree to pay all tuition and fees as described below and all other charges incurred by the student in school-related activities.

**Tuition & Payment Plans**

Tuition at Sacred Heart serves as the primary means by which the school is able to cover the cost of educating our students. Sacred Heart offers three payment plan options through the FACTS Management System. Families may choose from a (1) single payment, two (2) dual payments, or a ten (10) month payment plan (as follows:)

<u>Program:</u>	<u>Age:</u>	<u>Tuition Rates:</u> 36 weeks	<u>Weekly Rates*:</u>	<u>Monthly Rates*:</u>
Two Year Old Program (Full Day)	Two (2) by 8/31	\$12,060	\$335	\$1,340
Preschool (Full Day)	Three (3) by 8/31	\$10,400	\$289 – 5 Days \$235 – 4 Days \$180 – 3 Days *\$122 – 2 Days *Pre-K not available	\$1,156 – 5 Days \$941 – 4 Days \$719 – 3 Days *\$487 – 2 Days *Pre-K not available
Pre-Kindergarten (Full Day)	Four (4) by 8/31	\$10,400		

\*Classroom hours are 7:40 AM until 2:25 PM. AM rates not shown, please inquire. Weekly/Monthly rates for reference purposes only.

<u>Program:</u>	<u>Tuition Rates:</u>	<u>Classroom Hours:</u>
Grades K – 5	\$9,900	7:40 AM – 2:25 PM
Grades 6, 7, & 8	\$10,400	

**Sibling Discount** (off tuition rate only, does not apply to student fees or Aftercare & Before Care)

Two children enrolled	Reduction of 2% off the total tuition amount.
Three children enrolled	Reduction of 5% off the total tuition amount.
Fourth child or more enrolled	Reduction of 7% off the total tuition amount.

**Deposit & Registration Fee**

Sacred Heart School requires a **\$50 Registration Fee** and a **\$500 Deposit per student**. The deposit serves as a placeholder fee and is applied to the total student tuition for the 2022-2023 school year and is withdrawn 10 days after *Finalization* of FACTS agreement.

There is a **\$50 FACTS Enrollment Fee** assessed to each family annually for utilizing the tuition management system.

**Current students will be automatically re-enrolled on February 14<sup>th</sup>, 2022 for the upcoming 2022-2023 school year.**

The \$500 deposit for current families will be assessed on the same day as re-enrollment, Feb. 14<sup>th</sup>, 2022 and is non-refundable and non-

transferable. The \$500 deposit for new families will be non-refundable and non-transferable upon date of acceptance into Sacred Heart School.

The deposit and tuition payments may be paid by credit card or bank transaction through the FACTS tuition management account. Only checks or cash payments can be accepted through the Finance Department. (ccrossman@sacredheartkingston.com & lokeefe@sacredheartkingston.com)

## **Continuous Enrollment**

All current families will be automatically re-enrolled for the coming school year in the FACTS System using their existing payment method and schedule. All accounts will be assessed the **\$500 deposit and \$50 registration fee on February 14<sup>th</sup>, 2022.**

**Families choosing NOT to return to Sacred Heart School must notify the Finance office (ccrossman@sacredheartkingston.com) in writing prior to end of day February 11<sup>th</sup>.**

Families can make changes to their payment method by logging on to their FACTS account prior to April 1<sup>st</sup>.

Families wishing to make changes to their payment schedule must notify the Finance office in writing prior to April 1<sup>st</sup>.

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## **Tuition Payments**

Tuition billing and payment plans are set up through FACTS system. Please log in on the Tuition page of the school website at <https://sacredheartkingston.com/Welcome-Home/admissions/affording-sacred-heart> or directly at <https://online.factsmgt.com/signin/3GNK7>.

When students are enrolled, families accept the responsibility for tuition and are financially obligated to pay their tuition in a timely matter. If family financial circumstances change (e.g. family emergency due to illness or unemployment) to such a degree that it warrants reevaluation of the tuition and fees commitment, it is the responsibility of the family to contact the school Finance Office as soon as possible.

Delinquent tuition accounts will require an alternate payment plan approved by the CFO in order for the student to remain enrolled in the school. Services such as Aftercare/Before-care will also be revoked if tuition accounts are delinquent. Students will not be permitted to return for the following academic years until any tuition balances have been paid in full.

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## **Student Fees; will be added to 1st payment**

*Parent Association Fee* - \$20 per student in the Two Year Old Program through Grade 8

*Technology Fee* - \$125 per student in Grades K-8

*Book Fees* – TBD during the summer before school year begins (K-8)

\*Additional fees may be added based upon participation in clubs, athletics, activities, etc. ***All Student Fees are non-refundable.***

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## **Financial Aid**

Applications for financial aid are considered on a needs basis for students in grades Kindergarten through Eight (8). Preschool & Prekindergarten programs are not eligible for Financial Aid.

Financial Aid **MUST** be applied for every year. Financial Aid does not roll over from year to year and could change in value.

Financial aid applications for **existing families** must be submitted between November 1st and March 25th. Any other applications submitted will then be reviewed on a first come, first serve basis. First round of aid will be awarded week of April 25<sup>th</sup>.

All Financial Aid applications are submitted through the FACTS system. Families who wish to apply for financial aid must do so online through the FACTS website, which can be found on the Financial Aid page of the school website at: <https://sacredheartkingston.com/Welcome-Home/admissions/affording-sacred-heart> or directly at <https://online.factsmgt.com/signin/3GNK7>.

Questions about Financial Aid should be directed to the Finance Office at 781-585-2114.

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## **Cancellation/Withdrawal Policy**

***The deposit for enrollment is non-refundable and non-transferable after February 15<sup>th</sup>.***

In the event of withdrawal or transfer from Sacred Heart School for any reason, families will be responsible for a portion of total tuition for the year based on the following allocation:

<b>Withdrawal Date</b>	<b>Family Responsibility</b>
February 15 <sup>th</sup> – June 30 <sup>th</sup>	\$500 Deposit
July 1 <sup>st</sup> – beginning of classes	25% of total tuition paid to date
After the start of school before the 15 <sup>th</sup> of the month	Total tuition paid to date and 50% of tuition for month of withdrawal
After the start of school after the 15 <sup>th</sup> of the month	Total tuition paid to date and 100% of tuition for month of withdrawal

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**Note Regarding Tuition Credits & Financial Aid:** Any applicable sibling discounts, financial aid or other tuition assistance will be automatically credited in you FACTS account in accordance with the payment plan selected.