



Terms & Conditions of Enrollment
Sacred Heart School
2023-2024

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
Toddler Program (Full Day)	Two (2) by 8/31	\$12,600
Preschool Program (Full Day)	Three (3) by 8/31	\$10,600
Pre-Kindergarten Program (Full Day)	Four (4) by 8/31	\$10,600

<u>Program:</u>	<u>Tuition Rates:</u>	<u>Classroom Hours:</u>
Grades K – 5	\$10,000	7:40 AM – 2:30 PM
Grades 6, 7, & 8	\$10,500	

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deposit serves as a placeholder fee and is applied to the total student tuition for the 2023-2024 school year and is withdrawn 10 days after *Finalization* of FACTS agreement. These fees are non-refundable and non-transferable.

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 17, 2023 for the upcoming 2023-2024 school year.

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 17th, 2023.**

Families choosing NOT to return to Sacred Heart School must notify the Admissions office by email, admissions@sacredheartkingston.com in writing prior to end of day February 15th.

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

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

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/Beforecare 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.

Student Fees: will be added to 1st payment

Parents' Association Fee - \$20 per student in the Toddler 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.***

Financial Aid

Applications for financial aid are considered on a needs basis for students in grades Kindergarten through Eight (8). Toddler, 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 24th. Any other applications submitted will then be reviewed on a first come, first served basis. The first round of aid will be awarded the week of April 24th.

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.

Cancellation/Withdrawal Policy

The deposit for enrollment is non-refundable and non-transferable after February 18th.

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:

Withdrawal Date	Family Responsibility
February 17 th – June 30 th	\$500 Deposit
July 1 st – beginning of classes	25% of total tuition paid to date
After the start of school before the 15 th of the month	Total tuition paid to date and 50% of tuition for month of withdrawal
After the start of school after the 15 th of the month	Total tuition paid to date and 100% of tuition for month of withdrawal

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