

Catholic Schools Office

DIOCESE OF WORCESTER • 49 ELM STREET, WORCESTER, MASSACHUSETTS 01609 • (508) 929-4323 • FAX (508) 753-7180



2012-2013 School Year

Financial Policies for Central Catholic Schools

This document should be read and retained along with other school information. The provisions contained herein are an essential part of each parent's contract with their child's school. This document is also available online for you to download.

Students registering in a Central Catholic school must have met their tuition obligation from the Diocesan Catholic School they are transferring from for the school year 2011-2012.

All students, new or returning, registering in a Central Catholic School must complete the online registration process which contains FEE, TUITION, and FORM sections. Only after these steps have been completed will your child be considered enrolled to attend school and receive course selection information as well as be eligible to apply for any financial aid or scholarship aid if applicable.

International Students:

All International Students will be assessed a non-refundable \$1,000.00 International Student Fee in addition to the tuition rate. This fee will be automatically added to the first tuition payment withdrawal that is scheduled with FACTS. There will be no exception or deferment of this fee. In no event will an International Student be allowed to attend classes until this fee has been paid.

Registration Fee for NEW Students:

At the time of registration, there is a \$200.00 non refundable registration fee which is not included in the tuition amount that is set by the school. This registration fee will be processed immediately at the time your tuition payment agreement is submitted to FACTS. If payment of the registration fee fails, the tuition payment agreement with FACTS will be automatically terminated, and the student will not be considered registered. Financial aid is contingent upon successful completion of both the registration fee payment and completion of the tuition payment agreement with FACTS.

Re-Registration fee for Returning Students:

At the time of re-registration, there is a \$150.00 non refundable re-registration fee which is not included in the tuition amount that is set by the school. However, for re-registrations that occur in Central Catholic Schools on or before March 2, 2012, the re-registration fee will be \$100.00. This registration fee will be processed immediately at the time your tuition payment agreement is submitted to FACTS. If payment of the re-registration fee fails, the tuition payment agreement with FACTS will be automatically terminated, and the student will not be considered registered. Financial aid is contingent upon successful completion of both the re-registration fee payment and completion of the tuition payment agreement with FACTS.

Tuition Payment Options:

When you register your child, you will be asked to select and complete a tuition payment plan. This plan will reflect total student charges (tuition, fees, assessments, etc.). Any credits (payments, financial aid, scholarships etc.) will be applied by the Office of Student Accounts as they are determined, and your payments will be adjusted accordingly. The total charges for the 2012-2013 school year must be paid by one of the payment plan options administered by FACTS Management Company.

Tuition Payments through FACTS Management Company are automatic bank payments from your bank/credit union through a checking or statement savings account. Additionally, FACTS Management Company offers a MasterCard, Discover or American Express credit card option for tuition payments. Please note: There is a convenience fee charged by the credit card companies if you choose that method of payment. This additional fee will be added to your total tuition agreement amount. Please note that Visa is not accepted.

The following payment plan options are available to you:

- One (1) annual payment can be made either on the 5th or the 20th of the month of July 2012. For this Annual payment plan only, you may also choose to be invoiced. Information regarding this invoicing process is explained in the section "Invoice from FACTS Management Company".
- Two (2) semi-annual payments can be made either on the 5th or the 20th of the months of July 2012 and February 2013.
- Four (4) quarterly payments can be made either on the 5th or the 20th of the months of July 2012, November 2012, February 2013 and April 2013.
- Ten (10) monthly payments can be made either on the 5th or the 20th of the month and are due beginning July 2012 and ending April 2013.

Please note: The above payment dates will automatically be adjusted if you register your child after July 1, 2012. In no event will a student be allowed to attend classes until a tuition agreement with FACTS is active and current.

Invoice from FACTS Management Company

If you elect to receive an ANNUAL invoice rather than to set up a payment plan, you will receive the invoice from the FACTS Management Company on or before June 9, 2012. Payment will be due in full on or before Friday, July 20, 2012. If you enroll your child after June 9, 2012, payment will be due within thirty days of the invoice date or prior to the start of the school year, whichever is earlier.

Should you choose to pay by check or money order, checks should be made payable to the FACTS Management Company and mailed directly to them at:

FACTS Management Company, P.O. Box 2597, Omaha, NE 68103-2597

If you choose to pay online, you may do so at the following website: <https://online.factsmgt.com>

A late fee of \$25.00 will be imposed on any account that is outstanding thirty (30) days from the invoice date and for every thirty (30) days subsequent.

If you choose the Annual payment option, the student will not be allowed to attend classes until full payment has been made.

Payment Policies:

- Payment must be made using one of the options listed above.
- Any requests for changes to your FACTS agreement or payments made at the Office of Student Accounts must be made five (5) business days prior to the FACTS Tuition Management payment date in order for correct processing to take place.
- The Office of Student Accounts is not required to defer any payments per your request.
- Failure to make payments when due may result in the denial of student admittance to class and exams.
- A \$25.00 charge will be imposed for any check that is not honored by the bank/credit union on which it is drawn. This is in addition to any charges that are imposed by your bank/credit union and a \$30.00 missed payment fee by FACTS Management Company. For unresolved or delinquent tuition balances, or after two (2) checks have not been honored by a bank/credit union, only cash, a money order, or a cashier's check will be accepted for payment. Returned checks are not redeposited unless you instruct us otherwise.
- Personal checks will not be accepted after April 20 of the 2012-2013 school year.
- Students who register after the beginning of the school year will be charged tuition according to the number of months attended. Any part of a month will be counted as a full month of attendance when determining the amount of tuition to be charged.

FACTS Tuition Management provides an easy-to-use online portal for families. Through FACTS, you can:

- **Manage your tuition account online 24/7 in a secure, password-protected environment.**
- **Store multiple bank accounts, allowing you to switch payment methods when needed.**
- **Stay on schedule through a monthly email reminder program regarding upcoming payment dates.**
- **Easily phone-in payments to FACTS, or make advance payments through our online portal.**

Delinquent Tuition Policies:

Tuition accounts must be current and active at all times. Failure to make payments when due may result in the student not being admitted to class, mid-term or final exams, and/or participation in extra-curricular activities.

Withdrawal and Refund Policy:

- **The Office of Student Accounts must be notified in writing by the school of the student's withdrawal.**
- **This written notification must be received at the Office of Student Accounts five (5) business days prior to the scheduled date of your tuition agreement for withdrawal of funds from your account in order to stop payment.**
- **Refunds, if applicable, will be issued one (1) month after the date of withdrawal (as stated on the withdrawal notice from the school).**
- **Registration/re-registration fees are non-refundable.**
- **Students who withdraw between June 30, 2012 and September 1, 2012 will be charged one (1) month of the total school year's tuition (based on ten (10) months). Example only: if the total tuition for the school year is \$6,500.00; the charge will be \$650.00.**
- **Students who withdraw on or after September 2, 2012 but before November 1, 2012 will be charged one quarter of the total school year's tuition (based on four (4) quarters). Example only: if the total tuition for the school year is \$6,500.00; the charge will be \$1,625.00. Payment quarters end on the last day of October, January, March, and the last day of school. Any part of a quarter will be counted as a full quarter of attendance when determining the amount of tuition to be charged.**

Financial Aid:

- **Diocesan Catholic Schools System Tuition Assistance Fund – This fund is used to allocate financial aid monies to income eligible families. Students in grades K-12 are eligible for these limited grants. For information on how to apply, deadlines, etc., please refer to the Policies & Procedures for the Diocesan Catholic Schools System Tuition Assistance Fund,**

which have been included in your child's enrollment/re-enrollment packet or you may download them from your family dashboard.

The deadline for submitting an application for financial aid is Friday, April 27, 2012. Applications are processed through FACTS Grant & Aid Assessment. The link to this application becomes available to you after you have completed the student's online registration process. Applications received after this date will not be processed or considered by the Committee.

- **Diocesan Adopt-A-Student Program** – Recipients are selected by a volunteer committee of individuals who are associated with the Diocesan Adopt-A-Student Program. This committee allocates financial aid monies to students in grades K-12. For information on how to apply, applications for new applicants, deadlines etc., please visit their website:

www.adopt-a-student.net

- Only after the online registration process has been completed will your child be considered enrolled to attend school and receive course selection information as well as be eligible to apply for and to receive any financial or scholarship aid.

\$175.00 Parish Assessment Scholarship Program:

To offset a Central Catholic School family's tuition cost, some parishes in the Diocese of Worcester offer a \$175.00 scholarship to each eligible Central Catholic School student. The student's scholarship is authorized, approved, and determined by the pastor of the parish. Scholarships will not be awarded to students:

- When the parents are, in fact, not registered members of the parish.
- When the parents, though able, do not contribute within their financial means to support the parish.
- From a parish that sponsors their own elementary school. This applies to students attending St. Peter Central Catholic Elementary School or the 7th or 8th grade at a Central Catholic Jr. /Sr. High School.

Some pastors may choose to meet personally with parents prior to authorizing the parish scholarship. Parents who are unfamiliar with their pastor's policy and wish to be considered for a parish scholarship have the responsibility to contact their pastor as soon as possible after registering their child/children in a Central Catholic School.

International and pre-kindergarten students are not eligible to apply for and to receive awards from any scholarship program.

CONTACT INFORMATION

School Id: 316

Holy Name CC Jr-Sr HS

144 Granite Street

Worcester, MA 01604

508-753-6371

Mr. Edward Reynolds, Headmaster

Mrs. Jackie Norgren, Admissions Director

School Id: 333

St. Bernard's CCHS

45 Harvard Street

Fitchburg, MA 01420

978-342-3212

Mr. James Conry, Headmaster

Mrs. Nancy Woolfrey, Admissions Director

School Id: 331

St. Peter-Marian CC Jr-Sr HS

781 Grove Street

Worcester, MA 01605

508-852-5555

Mr. Matthew Sturgis, Headmaster

Mrs. Sheila Walsh, Admissions Director

School Id: 332

St. Peter Central Catholic Elementary School

865 Main Street

Worcester, MA 01610

Director

508-791-6496

Mrs. Meg Kursonis, Headmaster

Mrs. Marybeth Soucy, Admissions

Ms. Susan M. Saucier, Director of Student Financial Services

Office of Student Accounts

Catholic Schools Office

49 Elm Street

Worcester, MA 01609

508-929-4323

FACTS Management Company: for inquiries regarding tuition agreements

Please call: 1-800-624-7092

FACTS Management Company: for help with enrollment/re-enrollment process

Please call 1-866-441-4637 or email empHELP@factsmgt.com

FACTS Grant & Aid Assessment

P.O. Box 82524

Lincoln, NE 68501-2524

1-866-315-9262

Fax: 1-866-315-9264