

Notre Dame Schools Tuition Policy

Effective July 2022

I. TUITION PAYMENTS

- I. Tuition rates for each year are published on the Notre Dame Schools web site
- II. Tuition payments to both Notre Dame Elementary School and Notre Dame Jr./Sr. High School may be made monthly, quarterly or annually. The choice of payment plan is made by the family at the time of registration.
- III. For families choosing to make monthly payments, payment plans run from July through May. Monthly payments can be made on the 1st, or the 15th of every month as selected by the family. Any variations of these terms need to be authorized by the School's Controller. Also, families choosing the monthly payment plan must enroll in the automatic payment plan.
- IV. For families re-enrolling students in Notre Dame Schools, registration must be completed by February 28th of the preceding year. A \$75 enrollment fee for the first student and \$10 each additional student must accompany the registration. If re-enrollment is not completed by February 28th, a \$150 enrollment fee will be charged and must accompany the registration. New students enrolling at Notre Dame Schools will be charged a \$150 enrollment fee at the time of registration. Registration fees are non-refundable.

II. PAST DUE TUITION PAYMENTS

- I. Tuition is considered late if payment is not made by the date designated in your tuition payment plan. Should circumstances arise that may cause delay in payment, the School's Controller must be notified immediately so consideration for an alternate plan can be discussed. The Finance Office will work with your family to come up with a mutually agreeable arrangement.
- II. If your payment(s) remain past due for 30 days, the school will notify you that your payment is delinquent and needs to be made. A student will not be allowed to participate in extracurricular activities, including athletics, nor will the school honor transcript requests if an outstanding balance exists for 30 days.
- III. If your payment(s) remain past due 60 days, the school will notify you that you have fallen behind. The school will make every effort to work with you to bring your payments back to the proper payment schedule. A student will not be allowed to participate in extracurricular activities, including athletics, nor will the school honor transcript requests if an outstanding balance exists for 60 days.

- IV. If your payment(s) remain past due for 90 days, you will be given a final opportunity in writing to make arrangements to bring your account current. Failure to bring your account current will result in your child being removed from the school at the completion of the current marking period.
- V. If any part of the previously owed tuition is not paid by July 1st, the student will not be permitted attend school for the coming year. Registration forms and fees may be resubmitted after unpaid tuition is paid in full. All past due tuition, education fees, and athletic fees must be paid before the student will be allowed to attend school for the new school year. In addition you will not be eligible for financial aid. Personal checks will not be accepted for past due tuition during the month of June and again after August 15th .
- VI. In the event that tuition is left unpaid beyond 90 days, the school will refer your account to our collection attorney and you will be responsible for all past due tuition as well as an additional 25% collection related fees. In addition, once your account is submitted to our collection attorney, it is no longer in our hands to address.

III UNPAID TUITION AND FEES

- I. Student's records, including report cards and transcripts, will not be released until all tuition and/or fees are current. Twelfth grade students will not be allowed to participate in any graduation activities, nor will any of their records (including report cards) be released until all financial obligations to the school are paid in full or appropriate payment plans have been approved.
- II. We realize that circumstances can change which could affect tuition payments. The school must be made aware of any problems regarding unpaid tuition so that an acceptable payment plan can be worked out. The school is committed to working with all families who are experiencing any difficulty. Registration forms and fees will be held for those families that are past due with their tuition. Registration forms and fees may be resubmitted once all tuition is current.

IV TUITION REFUNDS

If a student leaves during the school year, the school will refund prepaid tuition on a prorated basis. For families eligible for a tuition refund the amount will be calculated based on semester. There is a minimum tuition for each semester (half the school year,) refunds will only be granted on a prorated basis. If a student attends one school day within the semester they are considered enrolled for the entire semester. Discounts and financial aid previously taken/given for tuition paid in full and financial assistance will be deducted from any refund or prepaid tuition. *This tuition policy does not apply to International Students.

**This tuition policy does not apply to International Students