

Approved: February 20, 2019

Review: February 2022

JACS POLICY ON PAYMENT OF TUITION & FEES

Families enrolling or re-enrolling in Joplin Area Catholic Schools are entering into a contract with the school system to pay the tuition amounts as set forth in the tuition schedule for that school year. JACS has contracted with Smart Tuition to manage billing and collection of payments for tuition and fees.

Enrollment Fee: A non-refundable Enrollment Fee of \$100 per child is due before April 1 or \$200 per child after April 1. It must be paid with the enrollment contract at the time of enrollment. If your family has three or more students enrolling or you are a JACS faculty/staff member, your \$100 per child enrollment fee will be waived. **All** families, regardless of number of children or employment with JACS, will be assessed the \$200 per child Enrollment Fee if enrolling after April 1. Families who are brand new to JACS, will not be assessed the late fee if enrolling after April 1.

Educational Fees and Tuition for pre-school, elementary, middle and high school, daycare and after school care can be paid through Smart Tuition in the following ways:

- In full by July 1 or 15
- In two installments by July 1 or 15 and October 1 or 15
- Automatic Monthly Bank Withdrawal or Web/Phone payments July through April

Families can select one of two options for payments:

- **Check, cash or credit card:** If paying Smart Tuition by check, please mail to the address on your invoice and allow two weeks for delivery. All credit card payments should be made through Smart Tuition who will charge a 2.85% transaction fee at the time of payment.
- **Automatic Bank Withdrawal or Web Payment:** Automatic Bank Withdrawal can be set up through Smart Tuition no later than July 1. Web Payments can also be made through the Smart Tuition portal. No transaction fee will be assessed for these types of payments.

Very important information to note:

- A \$30 fee will be assessed by Smart Tuition for insufficient funds.
- If a family falls behind with payments according to this policy, families will be contacted and a \$40 per month late fee will be charged to the payers account until the account is current.
- Smart Tuition will offer a 5 day grace period after the due dates after which time the \$40 late fee will apply.

Smart Tuition will email a bill to each family with a balance on a monthly basis. A paper bill can be sent upon request through Smart Tuition. Families may also view their balances through Smart Tuition with the parent log-in and pay online.

Student withdrawals from school: In the event that a student withdraws from JACS prior to September 1, 80% of the fees due and paid up to that point will be refunded, excluding the non-refundable technology and enrollment fee. All fees are non-refundable from September 1 forward.

Failure to pay tuition and fees consistent with the Payment Policy will constitute a breach of the registration contract and could result in the following:

- Child not being permitted to attend classes until the payment is made.
- Denial or delay of re-enrollment for a subsequent year
- Denial of participation in summer camps or athletic activities
- Denial of JACS scholarship application
- Delay in sending student records for withdrawals, or transcripts for the purpose of college entrance and/or scholarships.
- Denial of participation in graduation exercises
- Communication with pastors and principals of all past due balances.

Any variance from this Payment Policy will require the approval of the JACS Finance Committee.