

**St. Robert School**  
**TUITION POLICY**

**MISSION STATEMENT**

St. Robert Catholic School: Fueling the light of Christ in every student through faith, academics and spiritual growth.

**TUITION GUIDELINES:**

The main source of funding for educational programs at St. Robert School is tuition. Tuition payments must be made regularly according to the payment agreement schedule agreed upon by each family during online registration so the payroll and instructional obligations can be met on time.

1. **NEW FOR 20/21:** Registrations will be processed from the online registration form, which can be found on the school website ([www.strobertschool.com](http://www.strobertschool.com)).
2. A \$75 Registration Fee and \$75 Technology Fee is required from each family.
  - a. Fees can be paid by cash or check (made out to “St. Robert School”) at the Parish Office (310 N. Cherry Street, Flushing, MI 48433).
  - b. A family is not considered “registered” until the fees have been paid.
3. All tuition payments must be paid through FACTS. Tuition payments will no longer be accepted at the Parish Office unless prior arrangements have been made in advance.
4. If your tuition payments are delinquent, a \$30.00 monthly late fee will be added to your bill. All final tuition payments are due by April 30<sup>th</sup> of the school year.
5. **IF TUITION IS NOT CURRENT BY THE END OF THE FIRST SEMESTER, THE PARENT(S) WILL BE NOTIFIED AND THE STUDENT(S) WILL REMAIN OUT OF CLASS UNTIL THE ACCOUNT IS MADE CURRENT.**

**METHOD OF PAYMENT:**

All Families are expected to make tuition payments according to one of the following payment preferences:

<b>FACTS Payment in Full:</b>	Payment is due on or before July 1 <sup>st</sup> . <i>Payment Methods Offered: Credit Card, Automatic Bank Draft, Invoice.</i> A non-refundable enrollment fee of <b>\$20.00</b> will be deducted by FACTS as soon as the enrollment is received by FACTS.
<b>FACTS Semi-Annual Payments:</b>	Pay your tuition in two installments. First installment is due July 1 <sup>st</sup> . Second installment is due December 1 <sup>st</sup> . <i>Payment Methods Offered: Credit Card, Automatic Bank Draft, Invoice.</i> A non-refundable enrollment fee of <b>\$20.00</b> will be deducted by FACTS as soon as the enrollment is received by FACTS.
<b>FACTS Monthly Payments:</b>	Spread your tuition balance over monthly installments. Payments budgeted over ten months starting in July. Payment dates are the 12 <sup>th</sup> or 27 <sup>th</sup> of the month. <i>Payment Methods Offered: Credit Card, Automatic Bank Draft, Invoice.</i> A non-refundable enrollment fee of <b>\$50.00</b> will be deducted by FACTS as soon as the enrollment is received by FACTS.
<b>FACTS Bi-Monthly Payments:</b>	Spread your tuition balance over monthly installments with two payments per month. Payment dates are the 12 <sup>th</sup> & 27 <sup>th</sup> of the month. <i>Payment Methods Offered: Credit Card, Automatic Bank Draft.</i> A non-refundable enrollment fee of <b>\$50.00</b> will be deducted by FACTS as soon as the enrollment is received by FACTS.
<b>Requests for Alternate Arrangements:</b>	Must be made in writing and submitted to the Parish Office. Unusual circumstances and written approval by the Pastor is required before an alternative payment plan will be allowed.

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Families can sign in or create a FACTS account by visiting the school web site ([www.strobertschool.com](http://www.strobertschool.com)). Go to “Departments” and click on “Admissions”. Then, go to the “Facts Management” box and click on “FACTS Sign In”.

It shall be the responsibility of each school family to keep the Parish Office informed of its need to make any changes in the preferred tuition payment plan, or adjustments in the amount of tuition expected to be paid. Approval for changes must be secured in writing from the Principal or Pastor. Without such approval, the following policy will apply when tuition payments are received late:

1. A \$30.00 late fee per month will be added to the amount owed when office payments are not received on time.
2. A \$30.00 fee will be charged by FACTS for a missed monthly payment due to insufficient funds.

**IF A FAMILY SHOULD EXPERIENCE AN UNEXPECTED FINANCIAL CRISIS THAT FAMILY MUST CONTACT THE PARISH OFFICE FIVE BUSINESS DAYS BEFORE THEIR NEXT PAYMENT IS DUE, SO THAT SOME ARRANGEMENTS CAN BE MADE.**

**TUITION ASSISTANCE:** All families requesting Tuition Assistance must apply for aid through FACTS Grant and Aid Assessment (FACTS). The application is available through the school website ([www.strobertschool.com](http://www.strobertschool.com)). The same application (fill out only one time) is used when applying for a Diocesan scholarship through the Greater Lansing Catholic Education Foundation and/or St. Robert tuition assistance. The deadline to be considered for funds from the Diocese is March 1<sup>st</sup>. The deadline for applying to FACTS for the limited amount of financial aid available from St. Robert School is April 30<sup>th</sup>. After April 30<sup>th</sup> an application will be processed, but funds are not guaranteed.

**CONSEQUENCES OF TUITION DELINQUENCY:**

The status of tuition accounts will be reviewed monthly. Unpaid tuition accounts will be vigorously pursued and if necessary, legal action will be initiated. Student enrollment will not be guaranteed if tuition payments are not current when the registration application is submitted.

**TUITION AGREEMENT**

Every family who enrolls a student at St. Robert School shall sign a written agreement to pay specified tuition and fees (Payment Preference Form), and to comply with all Diocesan and School policies and regulations, including those governing tuition delinquencies.