

Financial Policy

The Saint Thomas the Apostle Parish Finance Council in conjunction with the Pastor, establishes the regulations under which the tuition and fees be paid. The Principal is charged with the duty of impartially enforcing these regulations. A student's class registration is provisional until such financial obligations have been satisfied.

The Finance Council and Pastor reserve the right to change the regulations of the school including those concerning tuition, fees, parish contributions, and the manner of payment. Such changes are effective for all students from the date when they are first promulgated.

Tuition Rates

Tuition rates are based upon the actual operating expenses of the school. The Finance Council shall establish the tuition rates each year. There are two categories of tuition:

I. Parishioner Rate

Parishioners of the following parishes are eligible for the parishioner tuition rate:

- St. Thomas the Apostle Parish (Bloomfield)**
- St. Valentine Parish (Bloomfield)**
- Sacred Heart Parish (Bloomfield)**
- St. Michael Parish (Lyndhurst)**
- Immaculate Conception Parish (Montclair)**

Parishioners from the parishes listed above are defined as:

- a. Catholic families registered with their respective parishes on or before January 1st preceding the start of the school year. St. Thomas the Apostle parishioners must have their pastor certify that they are supporting the parish through the use of weekly collection envelopes. The pastors of the other parishes must agree to pay St. Thomas the Apostle Parish under Policy XIII of the Archdiocesan Guidelines.
- b. Catholic families who have moved into and registered with St. Thomas the Apostle Parish during the current calendar year and are certified by the pastor of their previous parish as having been a registered and supportive parishioner of that parish.

II. Non-Parishioner Rate

Any family not meeting one of the above criteria will pay the non-parishioner tuition rate.

Tuition Policy

St. Thomas the Apostle School will terminate educational services, class trips, and extra-curricular activities to any family whose account is **30 days delinquent**. Students will not be permitted to return to school until the account is brought current.

- Should an emergency arise and interfere with the ability to make payments as scheduled, the principal and pastor must be notified in order that an alternate payment plan may be considered.
- Should a child be withdrawn or expelled from school, tuition will be reimbursed on a pro-rated schedule as to the date on which he/she leaves during the academic year.
- Tuition payment plans are available through the school vendor, Smart Tuition.
- **All tuition payments are made through the Smart Tuition Company only. Payments cannot be accepted in the school office or parish center.**
- All delinquent payments are subject to a late fee of \$55 per late payment.
- An additional fee of \$25 for a failed check may also be incurred.
- An additional fee of \$20 for a failed debit/credit payment may also be incurred.

TUITION PAYMENT PLAN

Please choose one payment plan **option** from Section A **and** one payment plan **method** from Section B.

Section A

Please choose **one (1)** tuition payment plan **option**:

- 10-month plan (payable July 2010-April 2011)
- Annual plan (payable July 2010)

Section B

Please choose **one (1)** payment **method**:

Please send me monthly invoices. I will mail a check or money order by the 10th of each month. (Note: This option is not compatible with personal/online banking.)

OR
 Please debit my monthly balance on the: 10th of the month 20th of the month (Please choose one: checking/savings/credit card)

Please debit my **Checking (a voided check must be attached)** or **Savings**

9-digit Routing Number

Bank Account Number

Please charge* my
Credit Card Number

AMEX

DISCOVER

MASTERCARD

Expiration Date

/

*A 2.5% convenience fee will be applied to all credit card payments.

Smart Tuition does not accept Visa.

Please indicate the parish you currently attend: _____
(Name & Town – Please Print)

If you are a parishioner of St. Thomas the Apostle, please include your
Parishioner Envelope Number: _____

I/We understand the 2010/2011 Tuition Policy, and I/we agree to comply with the tuition requirements as stated above. In addition, I/we further agree to comply with all the rules and regulations of St. Thomas the Apostle School in accordance with the Student Handbook.

Parent: _____
(Please Print)

Parent: _____
(Please Print)

Signature: _____

Signature: _____

Date: _____

Date: _____