

CATHEDRAL EDUCATION CLUSTER
FACTS MANAGEMENT TUITION PROCESS
2007 – 2008

The Cathedral Education Cluster will be using the services of the **FACTS Management** company to invoice and collect tuition payments for the school year 2007-2008. As part of your student enrollment process, you must complete the **Tuition Payment Preference Form** that is included with this packet. Upon receiving this preliminary form, the Business Office will then mail to your home the appropriate FACTS agreement form for you to sign and return to the Business Office.

You may pay your tuition in several ways including electronic debit from a checking/savings account; using a credit/debit card or receiving a monthly invoice through the mail and returning your payment directly to FACTS management. These options are listed on the Tuition Payment Preference Form which you must complete in order to register your child(ren) in one of the six schools of the Cathedral Education Cluster.

Please call the Business Office with any questions or concerns that you may have regarding our Tuition payment plans and policy. Our office is located at:

Cathedral Education Cluster
The Catholic Center
238 Jewett Avenue
Bridgeport CT 06606
(203) 416-1372

CATHEDRAL EDUCATION CLUSTER
TUITION POLICY
2007-2008

- Tuition rates for the school year 2007-2008 are attached to this policy.
- In order for a family to be assessed the **In Parish** tuition rate, a Parish Affiliation Form must be submitted, every year, by the family's pastor from one of the sixteen (16) Catholic parishes in the city of Bridgeport by **May 4, 2007. Please call the Business Office after May 15, 2007, to verify that your form has been received from your pastor.**
- All families must complete the designated **PSAS Financial Aid Application** to be eligible for tuition assistance.
- Parents of a child attending a school of the Cathedral Education Cluster will be required to sign and return the **Tuition Agreement Form** (attached) at the time of FACTS enrollment or re-enrollment.
- No child will be admitted to class in September 2007 unless the tuition balance from the prior year is paid in full and the tuition due for the new school year is paid for the summer months of July & August 2007.
- All families must enroll with **FACTS Management** and indicate which method of tuition payment will be used for the new school year. **If a family selects the invoice payment option all payments should be mailed directly to FACTS. However, payments will be accepted at the Business Office. Payments will no longer be accepted at the schools.** Regardless of the plan selected, all tuition payments will begin **July 1, 2007** and extend to either **April 2008** or **June 2008**.
- If a family elects to pay their entire tuition bill in one payment prior to July 1, 2007, the family will not be eligible for financial aid but will receive a 5% discount after the registration fee is deducted from the gross tuition amount. This option must be selected on the FACTS enrollment or re-enrollment form.
- Tuition is due, in full, each month to be paid by whatever method the family selects through the FACTS enrollment process. Those families who choose a paper invoice rather than electronic payment will have until the 10th of each month to pay their tuition. After the 10th of the month, if the tuition has not been paid, a **\$25 late fee** will be applied to the account. Payment arrangements, including the waiver of the late fee for the current month can be discussed with the Business Office. However, an arrangement is only applicable for the current month.
- Those families that choose to pay their tuition electronically and miss a monthly payment due to insufficient funds will be charged a \$25 missed payment fee by FACTS and may incur a fee from their own bank. The missed payment will be reattempted by FACTS within 20 days.
- All tuition accounts will be considered seriously delinquent if not paid after 30 days. At this point, the schools reserve the right to withhold a student's report card as well as deny a student participation in any extra-curricular activities and class trips. A student may be asked to remain out of class until the balance due is paid in full.
- If an account remains past due for more than sixty (60) days, the student may be asked to leave the school permanently after an appropriate appeals process.
- For those families who have a student graduating from the 8th grade in June 2008, all financial obligations for the graduating student must be paid, in full, by June 1, 2008 for that student to attend year-end activities and any graduation events and ceremonies.
- If a student is withdrawn from a school prior to the beginning of the school year, a full refund of all tuition paid through that date, less the registration fee, will be authorized. However, once the school year begins, tuition refunds or balances due will be prorated over the number of months the student has been in attendance.

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Bridgeport CT 06606

Tuition Policy Agreement

I acknowledge that I have received a copy of the Cathedral Education Cluster tuition policy for the school year **2007 – 2008**.

I have read the Tuition Policy and I understand and agree with my obligation to pay my child's tuition in full each month according to the payment option that I have chosen with FACTS Management as selected on the FACTS enrollment or re-enrollment form.

I understand that if I fail to meet my tuition payment obligation each month, I will be subject to the various penalties as described in the Cathedral Education Cluster Tuition Policy up to and including removal of my child from the C.E.C.

I also understand that if I default on my obligation to pay the appropriate tuition, I agree to pay a finance charge of 1 ½% per month on the unpaid balance, collection costs and reasonable attorney's fees.

Student Name

School

Parent/Guardian Name

Social Security #

Signature

Date

Address

City

State

ZipCode

This form must be returned to your school office along with your FACTS enrollment form and the student re-registration form!