

**St. James the Apostle Catholic School**  
**San Antonio, TX**  
**2021 – 2022 Student-Parent Handbook**

**FINANCIAL POLICIES**

**TUITION AGREEMENT**

FACTS Tuition Management is the billing provider for tuition and incidental fees. Tuition agreements for the school year are sent to families through FACTS. Payment reminders will be emailed through FACTS (4) business days prior to the due date for families who signed up for email payment reminders.

**School Financial Agreement**

The contract outlines the duties and responsibilities of parents/guardians towards St. James School. All families are required to submit a signed copy to the school office before their child may begin school.

**Tuition**

\*Regardless of the option you select for your family, the tuition at St. James the Apostle Catholic School is a fixed rate, and will remain fixed for the entire year, even if all of us are mandated to go to Distance Learning. Our faculty and staff are working extremely hard to meet the ever-changing needs of our community, and we have a fixed budget for the school year. We greatly appreciate your cooperation and support. We love having you as member of our St. James family!

**TUITION RATE AND POLICIES**

Tuition and Fee Schedule rate sheets, which are available in the School office, and on the St. James the Apostle Catholic School website, provide details of the various charges, fees and discounts in effect for the school. FACTS FAQs, which are available in the School Office and on the St. James the Apostle Catholic School website, provide more information on the FACTS Tuition Management Program at St. James the Apostle Catholic School.

<b>TUITION</b>		<b>*11 Month Payment Plan</b>	<b>10 Month Payment Plan</b>
Pre-Kinder 3 through 8th Grade		(July - May)	(July - April)
1 Child	\$4,400	\$400 per month	\$440 per month
2 Children	\$8,140	\$740 per month	\$814 per month
3 Children	\$11,440	\$1040 per month	\$1144 per month
4 Children	\$14,740	\$1340 per month	\$1474 per month

## REGISTRATION AND OTHER FEES

Registration fees are non-refundable and are collected on an annual basis.

### Required Fundraising (per family)

- May be added to FACTS account upon request.
- Fall Fundraiser: \$300 / Spring Fundraiser: \$300

### Service Hours (per family)

- Each family is required to perform 25 hours of service to the school community. This service may be performed at a variety of functions throughout the school year. Families are responsible for keeping track of their own service hours.
- Service Hours are to be recorded using RenWeb. For instructions, please see “How to Record Parent Service Hours” on our school website under the Parent Resource tab.
- Non completed hours will be billed at a rate of \$25 per hour and will be added to the FACTS account.

### Extended Day Care Program

You will only be charged if you use the service. Families that choose to be billed for the Monthly Program will be charged the monthly rate. 15 minutes after dismissal, a student becomes a drop-in and the students FACTS tuition account will be charged.

Daily 3:45pm until 6:00pm (this includes Study Hall).

1 Child	\$150 per month	Drop-in fee: \$10 per day, per child
2 Children	\$185 per month	
3 Children	\$215 per month	
Any child(ren) not picked up by 6:00 pm will be charged a late fee of \$5.00 per minute.		

### Athletics (5th - 8th Grade)

Fee applies to those students who elect to participate in any school sport, including cheerleading or pep squad.

- First Sport: \$50 per student
- Each Additional Sport: \$35 per student
- *Fees must be paid before the first game of the season.*

### Graduation (8th Grade Only) - \$100 per student

There is a \$100 graduation fee that applies to all 8<sup>th</sup> grade students. The fee is used to offset graduation expenses and will include the purchase of a yearbook. **The Graduation Fee is**

**automatically added to FACTS for those families who have an 8<sup>th</sup> grade student.** All accounts must be current in order for 8<sup>th</sup> grade students to participate in graduation activities, which include May crowning, 8<sup>th</sup> grade retreat, fieldtrip, gratitude banquet and graduation ceremony.

### **Library Fees/Charges**

Families will be notified if a book has not been returned by its designated due date, and applicable fees will be charged. If at the end of the school year there are any missing books or outstanding fees/fines, the librarian will send notice to the family with the name/title of the book and the applicable fee.

All fines/charges must be paid by April 15 of the current year.

### **Balances**

Families are to keep their account (tuition, fundraisers, cafeteria, and athletic charges) current. Failure to do so may result in students not being allowed to return to school.

- In addition to tuition fees being withdrawn from your FACTS tuition account, Extended Day Care fees may also be withdrawn.
- NSF's: If payment made to St. James School is returned for Non-Sufficient Funds, the family will no longer be allowed to permit payment using personal checks. hereafter, only cash, money order, cashier's check or credit card will be accepted for the remainder of the school year.
- Delinquencies (Tuition / Extended Day Care / Fees): Failure to comply with any payment obligation/arrangement will result in your child(ren) being asked not to return to school until all financial obligations have been made current. Only Cash, Money order or credit card payments will be accepted on any delinquent accounts not being collected through FACTS.

### **TUITION DISCOUNTS**

<b>10%</b> <b>Full Tuition Payment</b> <i>If paid by <b>June 5th</b>, includes payment of Registration Fee.</i>	<b>5%</b> <b>Military</b> <i>With proof of Active Military Status. Required.</i>	<b>5%</b> <b>Archdiocesan Employee</b> <i>With proof of legal custody or child support. Required.</i>
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### **REFUND POLICY**

There will be no refund of tuition unless payment was paid for the entire year or made a month in advance.

## **DELINQUENT TUITION**

### **End of Year Balances**

School accounts for non- graduating students must be paid in full by the end of May 2015. School accounts for graduating students (8<sup>th</sup> grade) must be paid in full by April 15 of the current year. July and August tuition must be current prior to the first day of school. Failure to comply with these requirements will result in your child not being allowed to attend on the first day of school.

All financial obligations must be current to be eligible to register for the upcoming school year (Early registration begins in March). The school reserves the right to block enrollment if there is a documented history of non-compliance with the tuition payment policy.

## **TUITION ASSISTANCE**

### **HOPE FOR THE FUTURE**

All families are encouraged to submit an application through this program. Visit <http://www.hopeforfuture.org> for additional information or to submit your application. There is a \$35 application fee per family.

*(Students in grades Kinder - 8th grade are eligible for assistance. PreK-3 and PreK-4 are not eligible.)*

## **FUNDRAISING ACTIVITIES**

### **Fundraising Obligations**

The school conducts two mandatory fundraisers per year one fundraiser in the Fall and one in the Spring. The family's a commitment of \$500 for both mandatory fundraising events. Commitments not fulfilled by the deadline will be charged to the family's FACTS Tuition Account. Families may choose to add their mandatory fundraising fees to their monthly tuition payment. You may request this through the account manager in the school office. \*any checks submitted to the school will require a driver's license number. Therefore, if parents accept a check as payment for any of the school fundraising obligations, the parent will be required to obtain the driver's license # from the person writing the check.

## **RETURN CHECK POLICY**

There is a thirty-five-dollar (\$35) charge on all returned checks. A check written for any school activity such as: cafeteria, library, fundraising, tuition, etc. that is returned as Non-Sufficient Funds will result in the family losing check writing privileges. The School will no longer accept checks as a method of payment from this family for any school related account for the remainder of the school year.