



Saint Joseph the Carpenter School

140 East Third Avenue, Roselle, NJ 07203

TUITION/FEES/FUNDRAISING POLICIES ACADEMIC YEAR **2025-2026**

The faculty and staff at St. Joseph the Carpenter School is thankful that you have entrusted your child's(ren's) education to us. The operation of St. Joseph the Carpenter School depends solely upon the collection of tuition, fees and fundraising commitments. Every Catholic School must be self-sufficient. Neither the parish nor the Archdiocese of Newark is responsible for assisting our school financially. Therefore, it is imperative that all tuition and fees be paid at the times indicated in this policy and that every family meets their fundraising obligation.

TUITION:

Tuition is paid in equal monthly installments on the 1st of every month. Our ten (10) month plan begins on August **1st and ends on May 1st.** **Therefore, August payment must be made before the opening of school.** Tuition payments should be made directly to FACTS. If an account is set up for ACH (automated clearing house) payments, the payment is due on the 15th of the month.

ADDITIONAL FEES:

FEES include but are not limited to: Enrollment, After-Care, Before-Care, Sports, 8th Grade Co-Op Exam, 8th Grade Graduation, Field Trips and certain after school clubs.

LATE FEES:

If payment is not received by FACTS Management Billing System on the agreed day of the month, a late fee of \$50.00 is automatically added to your payment.

RETURN CHECK FEE:

If a payment is returned, you will be notified and a \$50 Return Payment Fee will be automatically processed to your account.

ALL payments must be made directly to FACTS through ACH via credit or debit card payment, check, or money order. Please note there is a service fee for credit and debit card payments. This fee is the responsibility of the customer and is added to the payment.

PLEASE NOTE: Payments are not accepted in the school office. (Continued on back)

DELINQUENT ACCOUNTS:

- Discrepancies on any invoice must be resolved within 30 days of receipt.
- When tuition is past due your child may be subject to suspension of school services until payment is made and the account is current. Delinquent accounts jeopardize students’ attendance and participation in school-wide activities.
- Once suspension of service is in effect, the full amount of arrears must be paid before the student is admitted to school and allowed to participate in school sponsored activities.
- **Delinquent accounts are subject to collection by the *Notte Collection Agency*. Accounts forwarded to the *Notte Agency* are assessed 35% on outstanding balances and are subject to legal fees.**

FUNDRAISING:

Fundraising is not an option; ***it is an obligation***. It helps to fill the financial void between the tuition billed and actual cost of educating your child(ren). When you sign this agreement, you are committed to fundraising. Fundraising opportunities are provided throughout the year to help you meet your obligation.

The fundraising fee, whether you decide to pay the fundraising fee or participate in fundraising activities, is \$600/per family (grades K through 8) and \$300/per family (Pre-K). These fees are subject to change each year.

ALL Fundraising commitments must be met by April 30, 2026. If you fail to meet your commitment before April 30th of the academic year, the outstanding amount will be reflected on your bill and the account may incur applicable late fees.

By signing this commitment, I agree to the above-outlined policies.

Name of Child(ren):

- 1. _____
- 2. _____
- 3. _____

Print Name:Parent /Legal Guardian

Date

Signature Parent/Legal Guardian