



## **2024-2025**

Welcome to St. John School. We strive to ensure our tuition makes a Catholic education affordable to our families and students and builds a trusting community relationship between the school and our families. Every family's tuition payment is an investment in their child's education and development. In support of our school's mission, we welcome your active participation in the life of the school and engagement with our fundraising efforts throughout the year. Our payment policies, along with annual fundraising efforts, benefit all students by increasing our ability to provide a high-quality Catholic education.

St. John School is operationally dependent on families making all their required tuition payments as per the stated tuition policies. The tuition rates for the 2024-2025 school year are outlined below.

### **Tuition for the 2024-2025 School Year**

K3 Three Days - \$11,666

K3 Five Days - \$13,745

K4 - \$ 11,062

K5 - \$ 9,340

Grades 1st - 8th - \$8,760

### **IMPORTANT POLICIES:**

Your child's enrollment is dependent upon the family making payments for tuition, extended day and fees in a timely manner.

Tuition payments through FACTS begin in June.

In order to be admitted to school in September, families must have completed three tuition payments: June, July and August (or equivalent to 30% of the annual tuition) to be current on the payment plan timetable.

All tuition contractual obligations for the prior year must be paid in full by March 31, 2024, to ensure a student's registration for the coming school year. All tuition contractual obligations and fees for eighth graders must be paid in full prior to graduation. If special arrangements are necessary, please contact the school administrator at 617-227-3143 EXT 102 or business manager.

If a tuition payment problem occurs, it is imperative that the parent or guardian contact the business manager or principal in a timely manner to discuss arrangements for payment.

The \$750 registration fee for students is non-refundable/ non-transferrable.

#### **Tuition Billing and Payment Options:**

St. John School partners with FACTS Management Company as our provider to help manage all tuition during the school year. The FACTS Management Company serves over 4,000 schools nationwide and is the industry leader in tuition management for private and faith-based schools. ALL families are expected to be enrolled in the FACTS Tuition Management system per policy. There is a \$55 fee charged by FACTS for all enrolled families. This fee goes directly to FACTS and not St. John School.

Families in St. John School that have an active FACTS Tuition Payment Plan in the previous school year do not need to submit a new payment plan application for the coming year. Please note, if you have changes to your current plan such as payment date, plan type or bank information, you must submit the information in writing or via email to the school administrator or business manager; otherwise, the existing information on file will be used.

#### **PAYMENT PLAN OPTIONS:**

Working with FACTS, our families have two payment plan options available for the billing and collection of all tuition. All tuition payments are to be made through FACTS Tuition Management Company. Payments must be made through bank-to-bank transfer of funds from an authorized checking or savings account.

To log into FACTS, please visit the following website <https://online.factsmgt.com> or click on the FACTS logo on our website.

## **PAYMENT OPTIONS:**

Single Payment Option: One (1) single payment through the FACTS payment plan made on June 20.

Installment Plans: Ten (10) monthly payments through the FACTS Installment Plan, payable on the 5th or the 20th of each month starting in June and ending in March.

## **RETURNED PAYMENTS using FACTS:**

For those on the Ten (10) Month Installment Plan:

If FACTS returns your payment due to insufficient funds, FACTS will initiate payment attempts up to two (2) more times, per the next available payment dates.

Your account will be charged with a non-sufficient fund (NSF) payment fee per returned payment item.

Please note that FACTS will notify you in advance of the date for re-attempting the returned payment along with the fee. For example, a returned July 5th payment will re-attempt on July 20th and incur a returned payment fee. If the payment is returned again for NSF, FACTS will re-attempt a second time on August 5th, resulting in two (2) returned payments fees.

## **REQUESTING CHANGES TO THE FACTS PAYMENT PLAN:**

Please contact the school office if you require changes to the payment dates established in the FACTS system or information. Please allow at least ten (10) business days for the changes to be made before any due dates or times.

Please note, changes to your FACTS account cannot be made by phone. You must contact the office in writing with any changes.

## **ENROLLING AFTER THE START OF THE SCHOOL YEAR:**

St. John School considers the cost of education as a full year school expense.

Tuition for students enrolled during the school year is as follows, please note, each month is billed in full:

Enrolled before October 1	Full tuition 100% is due
Enroll October 1 to October 31	90% of tuition is due

Enroll November 1 to November 30	80% of tuition is due
Enroll December 1 to December 31	70% of tuition is due
Enroll January 1 to January 31	60% of tuition is due
Enroll February 1 to February 28/29	50% of tuition is due
Enroll March 1 to March 31	40% of tuition is due
Enroll April 1 to June 30	40% of tuition is due

For example, a student enrolling on November 20 will pay 80% of the full tuition amount.

In the unique situation that a student enrolls after March, tuition will be determined on a case-by-case basis, however, families should expect to pay 40% of tuition.

In advance of the student's first day, the registration fee and 30% of the tuition due for the year must be paid in full.

Families may sign up for a payment plan for the remainder of the year, however, all payments must be completed by March of the school calendar year. This is consistent with the financial commitment expected of families who enroll before the beginning of the school year.

#### **WITHDRAWALS ANY TIME DURING THE PAYMENT PLAN PERIOD:**

St. John School considers the cost of your child's education as a full school year expense. We plan our budget and ascertain classroom capacity based on indicated enrollment, which assumes every enrolled child will be attending for a full year. In good faith we purchase books, supplies, hire teachers, and prepare classrooms based on a student attending for a full school year.

Any families who choose to withdraw their child from St. John School, at any point during the school year, must complete a withdrawal form on our website. Please do not email or call the principal or business manager to inform them about student withdrawal until you have completed [this form](#).

Parents or guardians who are financially responsible for the withdrawn student are obligated to pay the tuition due through the month of the student withdrawal.

**For example:**

Month of Withdrawal / Payments due through month-end

September      June through September payments due

December      June through December payments due

March      June through March payments due

***Please note if a child withdraws from St. John School any time during September, payment for that month must still be made.***

**Parent/Guardian Responsibilities:**

The school is the only party that is able to cancel your FACTS Payment Plan. As such you are responsible for contacting the school office and business manager, in writing, to cancel it.

Please note that St. John School will keep your FACTS Agreement open if there are any outstanding balances. The parent or guardian is responsible to pay all outstanding fees at the time of withdrawal.

Families who choose to withdraw a student from St. John School must complete a withdrawal form on our website.

All financial obligations to the school must be current before a student withdrawal can be processed and school records released for transfer.

Registration Fees are non-refundable/non-transferable.

*There is no tuition refund for a student expelled for disciplinary reasons.*

**CONSEQUENCES FOR ANY DELINQUENT PAYMENTS:**

In fairness to all families and our mission to educate, parent/guardians are expected to be in compliance with stated tuition policies and current with all related fee accounts during the academic year.

If you experience financial hardship, families are asked to communicate with the school business manager or principal in writing, commit to the accepted payment plan, and fulfill the terms of the approved plan as outlined.

Unless prior arrangements are made with the school administrator or business manager, the following consequences will be imposed should your financial accounts become 60 or more days in arrears:

**Any payment 60 days or greater in arrears**

Attendance will be interrupted, and the parent will be required to keep the student at home until all financial obligations are made current.

Additionally, students will be removed from the registration list, if registered for the next year, and may be replaced by a family on the waiting list.