

**ST. DOROTHY SCHOOL TUITION POLICY**  
ADOPTED JANUARY 2014 - Last Rev. January 2025  
ASSUMES TUITION DEPOSITS, IF APPLICABLE, ARE PAID AT REGISTRATION

*For new student registrations Grades 1 thru 8 the following non-refundable fee will be applied:*

*One student - \$200.00: Two or more students - \$300.00*

*Kindergarten and Preschool students have a \$500 non-refundable deposit.*

*The fee and deposit will be credited to the families' tuition if the student (s) attend St. Dorothy School during the current School year.*

**The 2 PAYMENT PLAN IS THE MINIMUM PAYMENT REQUIREMENT: SPECIFICALLY, HALF OF THE ANNUAL TUITION MUST BE PAID BEFORE SCHOOL STARTS BY AUGUST 1<sup>ST</sup>. AND THE OTHER HALF OF THE ANNUAL TUITION MUST BE PAID BEFORE SCHOOL STARTS ON JANUARY 1<sup>ST</sup>. STUDENTS ARE NOT CONSIDERED OFFICIALLY REGISTERED IN THE SCHOOL FOR EACH HALF OF THE SCHOOL YEAR UNTIL THEIR AUGUST AND/OR THEIR JANUARY PAYMENT IS RECEIVED.** If you wish to use this PLAN, please select the **2 PAYMENT PLAN Option**. This option is not recommended because discounts are not offered, and it can be difficult to save enough money to pay for ½ of the annual tuition within the 5-month period from August 1<sup>st</sup> to January 1<sup>st</sup>.

Families that are going through a challenging time and need a tuition payment extension should send a letter to the Rectory addressed to the Finance Committee explaining their special circumstances. Letters must be received at least three weeks before the August 1<sup>st</sup> or January 1<sup>st</sup> tuition due date in order to give the Committee time to make a decision on an extension request.

In the event that special circumstances *have not* been pre-approved by the Finance Committee, the following policy shall take effect: If half of the annual tuition is not paid before August 1<sup>st</sup>, or if the full tuition is not paid by January 1<sup>st</sup>, then an e-mail shall be sent to the family on behalf of the Finance Committee advising them that if payment is not received within one week, the family will not be considered officially enrolled in the school **and attendance at school will be suspended until the minimum required tuition payment is received as per the 1<sup>st</sup> paragraph above**. However, families with no history of late payments and/or those that have a very small tuition balance in relation to the total amount of tuition that is then due, will be immediately contacted for tuition payment clarification and resolution.

St. Dorothy School will also offer a **10 Month – 10 PAYMENT PLAN Option (2% discount)**. In order to qualify for this plan, it is required that the family select the 10 Payment Plan Option AND authorize FACTS to make 10 monthly automatic ACH debits against their checking, savings, or credit card account beginning on April 1<sup>st</sup> and ending on January 1<sup>st</sup>. In the event that a family subsequently cancels or makes a change to the ACH debit instructions that results in a deviation from the spirit of this 10 Payment Plan agreement, then the annual tuition will be corrected to the normal annual tuition rate, that is, without the discount. Note: **whenever a credit card or debit card is used, a bank fee will apply**. Families are responsible for **all fees** charged by banks and FACTS for insufficient funds (failed fees) for both checks **and** auto debits.

An additional 2% discount (total 4%) is offered if the **1 PAYMENT PLAN** is selected AND the annual tuition is paid in full by August 1<sup>st</sup>. **New families qualify for any discounted payment plan after the normal 1<sup>st</sup> payment due date provided a “catch-up” payment is received within 1 week of registration.**

Please note that all payments regardless of awaiting financial aid need to be made on time. If financial aid is awarded after your payments you will be refunded or credited the proper amount. Also if “special” payment arrangements must align with the school policy of paying half of the tuition before school starts in September and the other half before school starts in January, unless previously approved by the Finance Committee. St. Dorothy School does not absorb NSF or other bank fees.