

Queen of Peace Grammar School
Tuition Policy

- 1) Tuition payments are paid in accordance with your signed tuition agreement.
- 2) All payments are to be made using the procedures in effect at the time of billing. Notices will be mailed outlining these procedures each year. Two rates apply to students attending Queen of Peace (grades K to 8). One rate is for a Contributing Parishioner and the other rate is for a Non Parishioner. Rates do not differ in the Pre-K program.
- 3) New families to the School and Parish are given Contributing Parishioner status if they have registered with the Church within 6 months prior to the start of the new school year and have been using their offering envelopes for the same 6 months as outlined in #4. If you register at the Church in February you must donate \$350.00 to the church beginning in February through December to get retroactive credit. Register at the Church in September you have until the end of December to get retroactive credit. Anyone registering at the Church later than September would not be eligible for retroactive credit but should begin using envelopes as stated in #4 to get following school year credit. If you do not meet the monetary and attendance requirement you also will not receive credit for the following school year. **PARISH CREDIT IS DETERMINED BY WHAT YOU DID IN THE CALENDAR YEAR PRIOR TO THE START OF SCHOOL.** (ex) School starts in September 2003 status is determined by what you did in 2002. Retroactive credit is not given to families registered in the parish and who begin to use their envelopes when the child comes to school.
- 4) Everyone should first register at the Rectory to begin to obtain Contributing Parishioner status. Contributing Parishioner status is determined by the Rectory through continuous and regular use of your weekly collection envelopes and a minimum annual donation of \$250.00 in the calendar year, (except for new families in their first year \$350.00) to the Church. Envelopes should be used at least 9 or 10 Sundays out of every 13 weeks in a quarter or 65% to 70% attendance during the prior one year period (**ending December**) for Parishioner status. Do not mail envelopes to the Rectory or submit many envelopes on one Sunday after missing several weeks. This only counts as one visit (although the dollars will be credited). Extra Sunday collections do count towards your obligation. Regular weekly attendance at Mass is required. Any problems with an individual status should be referred, in writing, to the Principal who will work to resolve it. This status is reviewed in April for the following school year except for new families who will be reviewed both in April and January. **These minimum contributions will be monitored exactly and any shortage regardless of how minimal will be cause to deny contributing status.**
- 5) Late charges on past due tuition are incurred at the rate of 1.5% per month on balances less than \$200.00 or \$15.00 or 1.5% (whichever is greater) on balances \$200.00 or more beginning July 31st of each year and for each month thereafter a past due balance remains.
- 6) A \$25.00 fee is charged for each check returned to the school from your bank when it cannot be honored. Any account forwarded to a collection agent for non-payment will incur a \$300.00 charge.
- 7) Registration notices are mailed in April with tuition rates for the following school year.
- 8) Each family is required to buy or sell a specified dollar amount of tickets, candy or other so designated items to support our fund raising activities. Those who do not wish to participate are assessed a surcharge payable before school begins. At the end of the school year those not fulfilling their minimum obligation are billed the difference of what they did vs. the surcharge.
- 9) Families who fall 2 or more payments behind may have services stopped after notification by the School. Students may not take mid-term or final exams until tuition is paid up to date.
- 10) A nominal Computer Fee is charged each year for each student to cover the cost of computer equipment.
- 11) Tuition Aid request forms must be submitted to the Archdiocese and School office by the end of March, for the following school year to enable families to know before payments begin, whether aid can be granted.