

Approved: February 21, 2018

Review: February 2019

JACS POLICY ON PAYMENT OF TUITION & FEES

Families registering or re-registering in Joplin Area Catholic Schools are entering into a contract with the school system to pay the tuition amounts as set forth in the tuition schedule for that school year. JACS has contracted with Smart Tuition to manage billing and collection of payments for tuition and fees.

Enrollment Fee: There is a non-refundable Enrollment Fee of \$100.00 per child before April 1st or \$200 per child after April 1st. It must be paid with the Registration Form at the time of enrollment. If your family has 3 or more students enrolling or you are a JACS faculty/staff member, your \$100 per child enrollment fee will be waived. **All** families, regardless of number of children or employment with JACS, will be assessed the \$200 per child Enrollment Fee if enrolling after April 1st.

Educational Fees and Tuition for pre-school, elementary, middle and high school can be paid in the following:

- In full by July 1st
- In two installments by July 1st and October 1st.
- Automatic Monthly or Semi-monthly Bank Withdrawal

Before-School, After-School Care and Daycare: Will be a separate charge and billed monthly payable to Joplin Area Catholic Schools. Automatic bank withdrawals and online payment are available as well.

Families can select one of two options for payments:

- **Check, cash or credit card:** All checks are to be made payable to Joplin Area Catholic Schools (JACS). If payment by credit or debit card there will be a 2.85% transaction fee assessed at time of payment.
- **Automatic Bank Withdrawal:** Automatic Bank Withdrawal can be set up through the JACS Business Office no later than July 1st. Previous Automatic Bank Withdrawals will be renewed automatically with new balances (unless the family stipulates otherwise) beginning the month of July and ending in April.

Important Fees to take note of:

- A \$30 fee will be assessed for insufficient funds.
- If a family falls behind with payments according to this policy, families will be contacted and a \$40 per month fee will be charged to the payers account until the account is current.

The Business Office will send a bill to each family with balances on a monthly basis electronically. A paper bill can be sent upon request. Families may also view their balances through the online portal with the parent log in and pay online.

Student withdrawals from school: In the event that a student withdraws from JACS prior to September 1st, 80% of the fees due and paid up to that point will be refunded, excluding the non-refundable technology and enrollment fee. All fees are non-refundable from September 1st forward.

Failure to pay tuition and fees consistent with the Payment Policy will constitute a breach of the registration contract and could result in the following:

- Child not being permitted to attend classes until the payment is made.
- Denial or delay of re-enrollment for a subsequent year
- Denial of participation in summer camps or athletic activities
- Denial of JACS scholarship application
- Delay in sending student records for withdrawals, or transcripts for the purpose of college entrance and/or scholarships.
- Denial of participation in graduation exercises
- Monthly communication with pastors and principals of all past due balances.

Any variance from this Payment Policy will require the approval of the JACS Finance Committee.