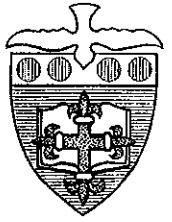


Catholic Schools Office

DIOCESE OF WORCESTER • 49 ELM STREET, WORCESTER, MASSACHUSETTS 01609 • (508) 929-4323 • FAX (508) 753-7180



2011-2012 School Year

Financial Policies for Central Catholic Schools

This document should be read and retained along with other school information. The provisions contained herein are an essential part of each parent's contract with their child's school. This document is also available online for you to download.

Students registering in a Central Catholic school from any Catholic school in the Diocese of Worcester must have met their tuition obligation at the school they are transferring from for the school year 2010-2011.

All students, new or returning, registering in a Central Catholic School must complete the 3-step online registration process which contains **Tuition, Form and Fee** sections. Only after these 3-steps are completed including payment of the registration/re-registration Fee, will your child be considered enrolled to attend school and receive course selection information as well as be eligible to receive any financial or scholarship aid if applicable.

REGISTRATION FEE FOR NEW STUDENTS:

- At the time of registration, there is a \$200.00 non refundable registration fee which is not included in the tuition amount that is set by the school. This registration fee is payable either by using your MasterCard, Discover or American Express credit card or by making payment online by electronic check. The Catholic Schools Office will absorb the convenience fee charged by the credit card companies for this transaction if you choose to use one of the above credit cards. Please note that Visa is no longer accepted.

RE-REGISTRATION FEE FOR RETURNING STUDENTS:

- At the time of re-registration, there is a \$150.00 non refundable re-registration fee which is not included in the tuition amount that is set by the school. However, for re-registrations that occur in Central Catholic Schools on or before February 28, 2011, the re-registration fee will be \$100.00. This re-registration fee is payable either by using your MasterCard, Discover or American Express credit card or by making payment online by electronic check. The Catholic Schools Office will absorb the convenience fee charged by the credit card companies for this transaction if you choose to use one of the above credit cards. Please note that Visa is no longer accepted.

TUITION PAYMENT OPTIONS:

When you register your child, you will be asked to select and complete a tuition payment plan. The Catholic Schools Office determines the total student charges (tuition, fees, assessments, etc.), minus any credits (payments, financial aid, scholarships etc.). These total charges for the 2011-2012 school year must be paid by one of the following payment plan options administered by FACTS Management Company.

Tuition Payments through FACTS Management Company are automatic bank payments from your bank/credit union through a checking or statement savings account. Additionally, FACTS Management Company offers a MasterCard, Discover or American Express credit card option for tuition payments. Please note: There is a convenience fee charged by the credit card companies if you choose that method of payment. This additional fee will be added to your total tuition agreement amount. Please note that Visa is no longer accepted.

The following payment options are available to you:

- One (1) annual payment can be made either on the 5th or the 20th of the month of July 2011. This tuition agreement is part of your child's registration process and must be completed.
- Two (2) semi-annual payments can be made either on the 5th or the 20th of the months of July 2011 and February 2012. This tuition payment agreement is part of your child's registration process and must be completed.
- Four (4) quarterly payments can be made either on the 5th or the 20th of the months of July 2011, November 2011, February 2012 and April 2012. This payment agreement is part of your child's registration process and must be completed.
- Ten (10) monthly payments can be made either on the 5th or the 20th of the month and are due beginning July 2011 and ending April 2012. This tuition agreement is part of your child's registration process and must be completed.

Please note: The above payment dates will automatically be adjusted if you register your child after July 1, 2011.

In no event will a student be allowed to attend classes until the tuition agreement with FACTS is active and current.

PAYMENT POLICIES:

- **Payment must be made using one of the options listed above.**
- **Any requests for changes to your FACTS agreement or payments made at the Office of Student Accounts must be made five (5) business days prior to the FACTS Tuition Management payment date in order for correct processing to take place.**
- **Failure to make payments when due may result in the denial of student admittance to class and exams.**
- **A \$25.00 charge will be imposed for any check that is not honored by the bank/credit union on which it is drawn. This is in addition to any charges that are imposed by your bank/credit union and a \$30.00 missed payment fee by FACTS Management Company. For unresolved or delinquent tuition balances, or after two (2) checks have not been honored by a bank/credit union, only cash, a money order or a cashier's check will be accepted for payment. Returned checks are not redeposited unless you instruct us otherwise.**
- **Personal checks will not be accepted after April 20 of the school year.**
- **Students who register after the beginning of the school year will be charged tuition according to the number of months attended. Any part of a month will be counted as a full month of attendance when determining the amount of tuition to be charged.**

DELINQUENT TUITION POLICIES:

Tuition accounts must be current and active at all times. Failure to make payments when due may result in the denial of student admittance to class, mid term, or final exams and extra curricular activities.

WITHDRAWAL AND REFUND POLICY:

- **The Office of Student Accounts must be notified in writing by the school of the student's withdrawal.**
- **This written notification must be received at the Office of Student Accounts five (5) business days prior to the scheduled date of your tuition agreement for withdrawal of funds from your account in order to stop payment.**
- **Refunds, if applicable, will be issued one (1) month after the date of withdrawal (as stated on the withdrawal notice from the school).**
- **Registration/re-registration fees are non refundable.**
- **Students who withdraw on or after June 30, 2011 through September 1, 2011 will be charged one (1) month of the total school year's tuition (based on ten (10) months). Example: the total tuition for the school year is \$6,500.00; the charge will be \$650.00.**
- **Students who withdraw on or after September 2, 2011 but before November 1, 2011 will be charged one quarter of the total school year's tuition (based on four (4) quarters). Example: the total tuition for the school year is \$6,500.00; the charge will be \$1,625.00. Payment Quarters end on the last day of October, January, March and the last day of school. Any part of a quarter will be counted as a full quarter of attendance when determining the amount of tuition to be charged.**

FINANCIAL AID:

- **Diocesan Catholic Schools System Tuition Assistance Fund** – This fund is used to allocate financial aid monies to income eligible families. Students in grades K-12 are eligible for these limited grants. For information on how to apply, deadlines, etc., please refer to the Policies & Procedures for the Diocesan Catholic Schools System Tuition Assistance Fund, which have been included in your enrollment/re-enrollment packet or you may download them from your family dashboard once your child's tuition/registration process has been completed including payment of the registration/re-registration fee.
- **Diocesan Adopt-A-Student Program** – Recipients are selected by a volunteer committee of individuals who are associated with the Diocesan Adopt-A-Student Program. This committee allocates financial aid monies to students in grades K-12. For information on how to apply, applications for new applicants, deadlines etc., please visit their website:

www.adopt-a-student.net

Only after the 3-step registration process has been completed, will your child be considered enrolled to attend school and receive course selection information as well as to be eligible to receive any financial or scholarship aid, if granted.

\$175.00 PARISH ASSESSMENT SCHOLARSHIP PROGRAM:

To offset a Central Catholic School family's tuition cost, some parishes in the Diocese of Worcester offer a \$175.00 scholarship to each eligible Central Catholic School student. The student's scholarship is authorized, approved and determined by the pastor of the parish. **This scholarship program is not available for pre k or kindergarten students.** Scholarships will not be awarded to students:

- When the parents are, in fact, not registered members of the parish.
- When the parents, though able, do not contribute within their financial means to support the parish.
- From a parish that sponsors their own elementary school. This applies to students attending St. Peter Central Catholic Elementary School or the 7th or 8th grade at a Central Catholic Jr./Sr. High School.

Some pastors may choose to meet personally with parents prior to authorizing the parish scholarship. Parents who are unfamiliar with their pastor's policy and wish to be considered for a parish scholarship have the responsibility to contact their pastor as soon as possible after registering their child/children in a Central Catholic School.

CONTACT INFORMATION

School Id: 18612

Holy Name CC Jr-Sr HS

144 Granite Street

Worcester, MA 01604

508-753-6371

Mr. Edward Reynolds, Headmaster

Mrs. Jackie Norgren, Admissions Director

School Id: 18613

St. Bernard's CCHS

45 Harvard Street

Fitchburg, MA 01420

978-342-3212

Mr. James Conry, Headmaster

Mrs. Nancy Woolfrey, Admissions Director

School Id: 18611

St. Peter-Marian CC Jr-Sr HS

781 Grove Street

Worcester, MA 01605

508-852-5555 High School

508-438-0954 Junior High

Mr. Matthew Sturgis, Headmaster

Mrs. Sheila Walsh, Admissions Director

School Id: 18614

St. Peter Central Catholic Elementary School

865 Main Street

Worcester, MA 01610

508-791-6496

Mrs. Meg Kursonis, Headmaster

Mrs. Marybeth Soucy, Admissions Director

Ms. Susan M. Saucier, Director of Student Financial Services

Office of Student Accounts

Catholic Schools Office

49 Elm Street

Worcester, MA 01609

508-929-4323

FACTS Management Company: for inquiries regarding tuition agreements

1-800-624-7092

FACTS Management Company: for help with enrollment/re-enrollment process

1-866-441-4637 or email emphelp@factsmgt.com

FACTS Tuition Management—Initial Invoice Payments

Checks for tuition balances in full are made payable to FACTS Management Company

P.O. Box 2315

Omaha, NE 68506

1-800-624-7092

FACTS Grant & Aid Assessment

P.O. Box 82524

Lincoln, NE 68501-2524

1-866-315-9262

Fax: 1-866-315-9264