

# **Nativity of Our Lord School** **Orchard Park, NY 14127**

## **TUITION POLICY** (revised 12/19/23)

**TUITION AND OTHER PAYMENTS:** Nativity of Our Lord School utilizes the FACTS Management system for tuition collection and collection of other payments such as band, the After Care Program and late payment fees. After you have enrolled your child(ren) at Nativity please go online and register for an account with FACTS at: [online.factsmgt.com/signin/3MCWJ](https://online.factsmgt.com/signin/3MCWJ) - you must use this link with Nativity's code. *Enrollment in FACTS is mandatory.* If you need assistance with the enrollment process, please contact Lori Koenig [lkoenig@nativityschool.net](mailto:lkoenig@nativityschool.net) or 662-9669 ext. 131.

**SCHOOL LUNCH PAYMENTS:** You can view your student's cafeteria purchases by going to: <https://www.ezschoolapps.com/login/parent>. To pay and to pre pay for your student's cafeteria purchases please send in cash or a check to the school office or send to the Business Office. To pay online using a credit card please go onto the school website and click on the Payments Tab. If you click on Virtual Backpack you can access the lunch menu and there is a link to the EZ School Lunch online system.

**TUITION REFUNDS:** In the event a student/students leave Nativity of Our Lord School during the school year, tuition paid in advance will be refunded on a pro-rated basis. If a student withdraws during the first 15 days of the month, tuition is due for ½ that month. If a student withdraws from the 16<sup>th</sup> to the end of the month, the full month's tuition is due.

**LATE PAYMENTS:** Tuition is due at the close of business on the 1<sup>st</sup> or 15<sup>th</sup> of each month commencing in June with the final payment due on June 15<sup>th</sup>. When tuition payments are not received on time, a late fee of \$25.00 will be assessed at the close of business on the 11<sup>th</sup> or 25<sup>th</sup> of each month. All late fees and tuition must be paid to bring account current.

**DELINQUENT STATUS:** *An account is deemed delinquent when any portion of the outstanding tuition including late fee has reached 60 days past due.* In this case, students will not receive report cards that quarter and families will not be permitted to re-register their child/children for the following school year and/or their child/children will not be permitted to attend school the following school year until the account, representing the past due tuition and all late fees, is paid up.

**TUITION ASSISTANCE:** *Any family experiencing financial difficulty may apply for tuition aid.* A family seeking tuition aid can request the application from the parish business office or by going online to the school website and clicking on Admission & Tuition (<https://nativityschool.net/admission-tuition/>). Any tuition assistance granted will be in effect for that school year only. If aid is necessary in the following years, additional applications and documentation must be filled out that new school year.

**PARISHIONER / NON-PARISHIONER TUITION RATE:** A parishioner family is defined as one whom:

- Is registered with the parish
- Regularly attends weekend liturgies as evidenced by envelope usage
- Supports the parish financially through regular offertory contributions.

While most families who are registered at Nativity meet these criteria, some of our families are not worshipping at Nativity of Our Lord nor are they contributing to the offertory. In effect, these families are non-parishioners receiving the benefits of parishioners. Unfortunately, this trend is increasing at an alarming rate which has forced the business office to monitor envelopes. From time to time, the business office makes status and tuition rate adjustments from parishioner to non-parishioner. An environment of faith sharing families is necessary to support a faith based school.

- New school families registering in the parish will be billed at the non-parishioner rate with the understanding that their regular attendance and support of the parish will be reviewed in January after the contribution statements are reviewed and sent out. Then there will be an internal adjustment made to the parishioner rate and notification will be sent by mail.

- Attendance and contributions will also be reviewed for all families during the months of July and January. If support or lack of support is evident, families will be notified and their tuition rates and status will be adjusted accordingly.

**HOME SCHOOL ASSOCIATION.....time, talent and treasure:** To help support the operation of the school and to reduce the tuition costs, a volunteer program was established for fundraising requiring each family to participate in school activities including but not limited to Home School Association, Athletic Association etc. Many opportunities exist to meet your time requirement including a time buyout whose value is set by the H.S.A. – **currently \$500 may be paid at the time of registration in lieu of 25 hours of volunteering** – Payable to: Nativity Home School Association. This payment is specifically in lieu of volunteering efforts and is separate from all other Home School and Parish donations. Families not completing their time requirement will be assessed a penalty on their tuition account and the student(s) will not be allowed to return in September for the new year until it is paid.

**COLLECTION AGENCY / ATTORNEY:** Accounts that are *exceedingly* delinquent, 90 days or more, will be turned over to a collection agency or attorney at the family’s expense. Each delinquency will be reviewed on a case by case basis.

**MULTIPLE CHILDREN TUITION RATE:** Pre-K tuition does not qualify for the multiple children discount. A separate billing with different payment terms is issued for Pre-K students.

**This Tuition Policy must be signed and returned in order for your child to attend Nativity School.**

By signing below I acknowledge that I have read & understand the tuition policy for Nativity of Our Lord School:

Print Parent/Guardian Name: \_\_\_\_\_

Signature Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Students Names: \_\_\_\_\_

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