



## TUITION POLICY

**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 paid your Nativity enrollment fees, you must 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. If you need assistance with the enrollment process, please contact Lori Koenig [lkoenig@nativityschool.net](mailto:lkoenig@nativityschool.net) or 662-9669 ext. 131.

**FACTS TUITION MANAGEMENT:** Enrollment in the FACTS Tuition Management System is mandatory. *Your FACTS Tuition account must be set up to be considered actually enrolled at Nativity.*

**Steps to create your FACTS account:**

1. Access the School's website at: [www.nativityschool.net](http://www.nativityschool.net)
2. Select: Admission & Tuition
3. Scroll to FACTS Tuition Management
4. Click the highlighted word: LINK
5. Create your account
6. Choose a payment plan and enter the form of payment. When asked for a student ID number, enter the first few letters of the student's last name and first name to proceed. Your child(ren) will be assigned an official ID number once your FACTS account is finalized.

**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 pay online by going onto the school website and click on the Payments Tab.

**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  $\frac{1}{2}$  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, beginning in August with the final payment due on May 15<sup>th</sup>. 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 the 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 for the quarter.
- Families will not be permitted to re-register their child(ren) for the following school year.
- Children will not be permitted to attend Nativity School the following school year until all overdue tuition and fees are paid in full.

**TUITION ASSISTANCE:** Families experiencing financial difficulties may apply for tuition assistance. To request an application, contact the Business Office or visit the school website at <https://nativityschool.net/admission-tuition>. Any tuition assistance granted will be in effect for that school year only. New applications and documentation are required each subsequent year.



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**NON-PARISHIONER FEE:** Upon enrollment, all families who are not registered members of one of the Eternal Flame Catholic Community Parishes will be assessed a Non-Parishioner Fee of \$500, due for payment by October 15<sup>th</sup>.

**Parishioners please note** – A thriving faith community is essential to supporting a faith-based school. As such, we encourage all families to actively participate in parish life. Families who do not meet this criteria of regularly worshiping at an Eternal Flame Family parish and contributing to the offertory, will be considered non-supportive parishioners and therefore subject to the non-parishioner fee. The parish subsidizes the school, and it is expected that parishioners who benefit from this subsidy contribute financially beyond the \$500 non-parishioner fee.

A review will take place in January to confirm the participation and support of the parish. If support is not evident the \$500 non-parishioner fee will be invoiced and due by March 15<sup>th</sup>.

A parishioner family is defined as one whom:

- Is registered with the Nativity of Our Lord or another parish within the Eternal Flame Catholic Community
- Regularly attends weekend liturgies as evidenced by envelope usage or online giving
- Contributes financially to the parish of at least \$500 annually

If any family disagrees with the assessment of the non-parishioner fee, they must submit a written request for a waiver or credit, along with supporting documentation of their contribution in terms of time, talent and financial support. Please note that contributions to the parish are distinct from the requirements of the Home School Association (HSA).

**COLLECTION AGENCY /ATTORNEY:** Accounts that are 90 days or more delinquent may be turned over to a collection agency or attorney at the family's expense. Each case will be reviewed individually.

**MULTIPLE CHILDREN TUITION RATE:** Pre-K3 and Pre-K4 tuition does not qualify for the multiple children discount. A separate billing with different payment terms is issued for Pre-K3 and Pre-K4 students.



## **Acknowledgement of Receipt of Tuition Policy**

**This Tuition Policy must be signed and returned in order for your child to attend Nativity School.  
Please retain pages 1 and 2 for your records.**

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

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

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

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

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

**MUST BE COMPLETED.**

**If unaffiliated with a Parish please enter N/A. Please DO NOT leave this section blank.**

\*Parish of Membership: \_\_\_\_\_

\*Parishioner ID#: \_\_\_\_\_

\*Parish of Membership and Parishioner ID# (Envelope #) are **MANDATORY**.