

OUR LADY OF VICTORY SCHOOL

REGISTRATION, TUITION, FEES POLICIES AND TUITION CONTRACT 2016 – 2017



REGISTRATION POLICY

A \$300 *non-refundable* registration fee per family is due with your Registration Form and Tuition Contract by March 31, 2016.

The registration process must be completed before a student will be placed into a class. Registration is complete when the registration fee is paid in full and the completed Registration Form and Tuition Contract are signed and returned to the School Office.

All 2015-16 and prior year tuition obligations must be paid in full for a family to register for the 2016-17 school year.

A seat will be reserved for each student in his or her respective grade at the time of registration. The first scheduled tuition payment must be received in May to maintain the slot. If tuition is not received, on June 1 the student's seat will no longer be reserved. The student will be put on the waiting list and all available seats will be filled on a first-come basis.

To register for Kindergarten, your child must be five years old by September 1, 2016.

To register for First Grade your child must be six years old by September 1, 2016.

TUITION POLICY

It is important to emphasize that tuition alone does not cover the cost of educating a student for a school year. Our Lady of Victory Parish contributes a substantial subsidy* to make up the difference in cost. Accordingly, families that receive subsidized tuition are expected to actively participate in the parish and provide financial support.

Parish Rate is the subsidized tuition rate for families who are registered, contributing members who worship regularly, participate in parish activities, and participate in parish and school fundraising.

Non-Parish Rate is the non-subsidized tuition rate for families who are not registered or who are non-contributors to Our Lady of Victory Parish.

Parish Rate	2016-17 Tuition
1 Child	\$4,995
2 Children	\$9,405
3 Children	\$13,221
4 Children	\$15,867
5 Children	\$18,364

Non-Parish Rate	2016-17 Tuition
1 Child	\$5,873
2 Children	\$11,403
3 Children	\$16,584
4 Children	\$21,077
5 Children	\$25,482

- A student's tuition account must be current to begin school and to begin the second semester.

- Payments returned for insufficient funds will be assessed a \$30 Insufficient Funds Fee by FACTS.
- Parents/guardians unable to make tuition payments on schedule are required to contact the Parish Business Office immediately.
- Any student with a delinquent balance may be subject to exclusion from school activities (CYO sports, dances, field trips, graduation, etc.).
- Parents/students will not be given report cards, progress reports, schedules, diplomas, and no records or information will be provided to a third party until the tuition account is made current.
- All tuition obligations for 8th grade students must be paid in full no later than May 1, or the student may not participate in graduation activities.

** The budgeted subsidy for the 2015-16 school year was approximately \$365 per student.*

TUITION ASSISTANCE

Assistance is available for families in need through the Archdiocese of Detroit Tuition Assistance Program. To be considered for assistance, parents must submit the Private School Aid Service (PSAS) Student Aid Form found at www.aodonline.org under the “Schools” tab. Hard copies are available in the school office. Your 2015 IRS tax return will be required. The deadline for submitting the PSAS form is April 7, 2016. The Archdiocese awards \$800 grants to all qualifying students.

Our Lady Victory Tuition Assistance Program is also available to those who qualify. This program is funded through the Dad’s Club, PTO, and private donations. Our Lady of Victory uses the PSAS Form to determine the level of tuition assistance awarded. Parents need to provide a copy of their completed PSAS Student Aid Form to the school office no later than April 15, 2016 for consideration. Determination letters will be sent out in May.

TUITION PAYMENT OPTIONS

All families are required to set up a FACTS Tuition Management account and will have the option to make payments through automatic deduction (ACH) or by credit card.

Each year families need to update their accounts during the registration process to ensure that their information is current and the payment information and options are correct.

Our Lady of Victory offers five tuition payments options, all of which are administered through FACTS (one enrollment per family):

1. Single Installment – a single payment due no later than May 25, 2016.
2. 4 Installments – Consists of 4 equal payments: May, August, October, and November 2016.
3. 8 Installments – Consists of 8 equal payments: May–December 2016.
4. 9 Installments – Consists of 9 equal payments: May 2016–January 2017.
5. 10 Installments – Consists of 10 equal payments: May 2016–February 2017.

TUITION REFUND POLICY

- The registration fee is not refundable, not applicable to tuition, and is non-transferable.
- A student is considered enrolled once their registration is complete and the tuition year has begun (May 1).
- For students withdrawing from school at the request of the school administration, a prorated refund of the semester tuition will be made at the discretion of the principal and/or the pastor.
- Families who withdraw from Our Lady of Victory School, for reasons other than relocation, will be assessed a \$500 withdrawal fee.
- Families who voluntarily withdraw forfeit all fees and financial assistance. The net tuition will be refunded as follows:
 - Withdraw during week 1: 100 % of net semester tuition less withdrawal fee
 - Withdraw during week 2 & 3: 75 % of net semester tuition less withdrawal fee
 - Withdraw during week 4 & 5: 50 % of net semester tuition less withdrawal fee
 - Withdraw during week 6 & 7: 25 % of net semester tuition less withdrawal fee
 - Withdraw week 8 and after: 0 % tuition refund
- There is no refund, credit, or reduction of tuition for absences, vacations, snow days, illnesses, holidays or moving.

OUR LADY OF VICTORY SERVICE PROGRAM (OLVSP)

Each school family is expected to serve a minimum of 25 hours (13 hours for a single parent household) of volunteer service by May 15, 2017.

The 25 hours of volunteer service are considered part of your family's obligation to Our Lady of Victory School. A fee of \$30 per un-worked volunteer hour will be charged to each family that does not complete the requirement indicated above. The fee is due by June 1, 2017.

Students of families who do not meet the requirements outlined by the OLVSP will not be permitted to start the next school year. Transcripts and Report Cards will be held for graduating eighth grade students.

GENERAL TERMS AND CONDITIONS

The term and conditions of Our Lady of Victory School enrollment and other policy information which may be provided to the student are hereby incorporated into this Tuition Contract by reference.

I/We will abide by the policies and guidelines as documented in the School Handbook.

I/We understand that a place will be reserved for our student(s) only if the Registration Fee is submitted with this signed contract.

I/We understand that acceptance of enrollment depends on student's successful completion of the current school year and on full payment of all tuition and fees for the current and/or prior school years.

I/We understand that the School reserves the right to deny enrollment and/or expel a student whom it determines is unsuitable for enrollment.

I/We understand that we will be charged at the Non-Parish Rate unless I/We meet the "Parish Rate" criteria.

I/We, the undersigned, have read and understand the Policies, Terms, and Conditions of this Contract, for the enrollment of our student(s) for the 2016-17 School Year. I/We agree to abide by said Policies, Terms, and Conditions and agree to fulfill the total Tuition obligation for payment of the Registration Fee and Tuition as set forth herein.

Family Name (please print): _____

Parish Envelope#: _____

Signature of Parent/Legal Guardian/Other

Date

Address

Phone

Email Address

Signature of Parent/Legal Guardian/Other

Date

Address

Phone

Email Address