



## TUITION FINANCIAL POLICIES 2010-11

### ANNUAL TUITION

Non-refundable tuition deposit	\$500
Tuition balance after deposit	<u>\$12,060</u>
Total annual tuition	\$12,560
New student enrollment fee	\$350

### FEES

#### Class Fees

In 2010-11 no elective Class Fees will be charged.

#### Technology Fee

In order to sustain a level of classroom technology to adequately prepare our students for college and beyond an annual Technology Fee is being continued in 2010-11:

Grade 12	\$60 annual Tech. Fee ( \$5 addition to \$1,005 tuition = \$1,010 for Monthly Plan)
Grade 11	\$120 annual Tech. Fee (\$10 addition to \$1,005 tuition = \$1,015 for Monthly Plan)
Grade 10	\$240 annual Tech. Fee (\$20 addition to \$1,005 tuition = \$1,025 for Monthly Plan)
Grade 9	\$240 annual Tech. Fee (\$20 addition to \$1,005 tuition = \$1,025 for Monthly Plan)

#### Other Fees

Graduation Fee	\$100 (Grade 12 only - billed on December 1, 2011)
Sports Fees	\$100 (per sport played – billed at beginning of each Sport's season)
Retreat Fees & Field Trips:	vary depending on event, transportation used (billed during year)

### BOOKS

New and used books for all classes are ordered through an online vendor. Depending on students' classes and availability of used books, \$300 - \$500 is the estimated annual cost. At the end of the year books in good condition can be returned for credit to the online vendor. Please see the "Books" tab under "Current Students" on the school's website at [www.ursulinehs.org](http://www.ursulinehs.org) for complete details.

### TUITION AGREEMENT

Upon registering your student(s) at Ursuline High School, you enter into a financial contract with the school. In return for the educational services provided, you are expected to fulfill your financial commitment to the school. Our tuition payment plans and financial policies are outlined below.

Our tuition and fees are set each year based on projected enrollment. Our faculty contracts are based on our enrollment projections and these employment contracts are binding to Ursuline High School for the full academic year. Therefore, the obligation to pay the tuition and fees is binding. If it is necessary for your student to withdraw after the first semester, we require that written notice is given by December 1. There is a one month's additional tuition charge as a withdrawal processing cost (for a total of seven months tuition payments – June through December).

## EARLY REGISTRATION DISCOUNT

Our annual online registration process begins in March. In order to hold a space for your student for the 2010-11 academic year, the annual online registration form must be completed through the school's website at [www.ursulinehs.org](http://www.ursulinehs.org). For all students who complete their annual registration by **March 31, 2010**, there is an **early registration discount of \$50**, reducing the amount of the standard \$500 tuition deposit to \$450.

## DUE DATE

**April 1, 2010** is the due date for the annual online registration which combines your Tuition Agreement, parent service hours and payment option choices in one form.

## PAYMENT OPTIONS

New students are required to pay a non-refundable tuition deposit of \$500 and a non-refundable new student enrollment fee of \$350 at the time of annual registration. All returning students are required to pay a non-refundable tuition deposit of \$500. For tuition deposits and new student enrollment fees only, our annual online registration form offers a credit card payment option.

In the school year 2010-11 all tuition & fee payments must be made by **check** or **EFT** (Electronic Funds Transfer) monthly payments. Tuition payments by credit card are not accepted, unless there is a case of special need.

## PAYMENT PLANS

### ❖ Single Check Payment of Tuition balance & annual Tech Fee

Due <b>June 1, 2010</b>	- \$12,120	Grade 12
	- \$12,180	Grade 11
	- \$12,300	Grade 10
	- \$12,300	Grade 9

### ❖ Two Semester Check Payments splitting Tuition balance & semester Tech Fee

Tuition for the school year is divided into two semester payments.

Due <b>June 1, 2010</b> & <b>December 1, 2010:</b>	- \$6,060	Grade 12
	- \$6,090	Grade 11
	- \$6,150	Grade 10
	- \$6,150	Grade 9

### ❖ Monthly EFT Payments of Tuition & monthly Tech Fee

Tuition is divided into twelve monthly payments of:

- \$1,010	Grade 12
- \$1,015	Grade 11
- \$1,025	Grade 10
- \$1,025	Grade 9

The monthly payment is automatically withdrawn from your bank account on the 5<sup>th</sup> of each month:  
the first EFT payment on **June 5, 2010**

and then due monthly on **July 5, Aug 5, Sept 5, Oct 5, Nov 5, Dec 5, 2010**

**Jan 5, Feb 5, Mar 5, Apr 5, completing May 5, 2011.**

If the 5<sup>th</sup> falls on a weekend or holiday EFTs will be run on the next work day. Changes to your payment plan choice may be requested by contacting the Finance Office. Requests for changes to your EFT authorization must be received at least 15 days prior to the next EFT run date.

## **TUITION ASSISTANCE**

### **AVAILABILITY**

Tuition assistance awards are available to all students for merit, special criteria and financial aid.

### **SCHOLARSHIPS**

Merit and special criteria scholarship applications are available on the school's web site and should be submitted in early January 2011 for tuition awards for 2011-12.

### **FINANCIAL AID**

Financial Aid applications are available on the school's web site and should be submitted at the time your student applies:

- ❖ The school strives to meet as much tuition assistance need as possible.
- ❖ There is a \$25 fee payable to FAIR (Financial Aid Independent Review) with the submission of online or printed application forms
- ❖ Financial aid tuition assistance is determined by the student's financial aid need as calculated by FAIR. FAIR's calculations are the basis for the UHS Scholarship & Financial Aid Committee's awards.
- ❖ The availability of endowment & annual contributions to tuition assistance, and the timeliness of applications, affects how fully tuition assistance needs are met.
- ❖ In the event of a change of financial situation, families may apply and reapply for financial aid tuition assistance at any time during the school year.
- ❖ Families receiving financial aid tuition assistance awards are required to pay on the Monthly EFT Payment plan.

### **TIME LINES**

Admitted students who meet the standard January scholarship and financial aid application deadline are notified of their awards in late February prior to the start of online annual registration on March 1.

Late applicants for tuition assistance will be notified of their financial aid awards within 10 days of completing their Financial Aid applications with FAIR.

### **LATE TUITION PAYMENT POLICIES**

Tuition must be paid when due according to the payment plan selected. A \$25 late payment fee will be assessed on payments not received by the 5<sup>th</sup> of each month. The school may, at its sole option and discretion, enforce any or all of the following actions:

- ❖ For students whose tuition accounts are not current on July 31, their fall class schedules will be held in the Finance Office.
- ❖ For students whose tuition accounts that are not current as of Dec 1, their spring class schedules will be held in the Finance Office.
- ❖ Diplomas will be held for graduating seniors with unpaid tuition and fees.
- ❖ Families selecting single or two semester check payments, who do not pay on schedule, will be required to convert to the Monthly EFT Payment Plan.

### **NON SUFFICIENT FUND CHECKS & EFT PAYMENTS**

A \$50 returned check fee will be added to tuition accounts for any check or EFT payment returned for insufficient funds, a closed account or any other reason.

## FREQUENTLY ASKED QUESTIONS ABOUT ELECTRONIC FUNDS (EFT) PAYMENTS

**Q: What is EFT (Electronic Funds Transfer)?**

A: You fill out an EFT form and specify which bank and which account you would like to use for EFT. Your monthly payment, including fees for sports, retreats etc. is automatically withdrawn from your bank account on the 5<sup>th</sup> of each month.

**Q: What are the benefits for the school and families who use EFT?**

**A: School Benefits**

- Improved cash flow for UHS
- Greater financial stability
- Reduced time and expense for tuition-related activities

**Family Benefits**

- Convenience
- Ability to make changes throughout the school year
- No more mailing and check-writing costs

**Q: When will payments begin?**

A: Payments will begin the 5<sup>th</sup> of the month following receipt of your completed EFT form. Payments will continue until the total balance is paid in full.

**Q: What happens if I miss a payment?**

A: If you miss a payment due to insufficient funds, a closed account or any other reason, you will be charged a \$50 returned payment fee and should come to the Finance Office and make up the payment with a cashiers check or money order. If you do not make up the payment before the next EFT payment, you will have a double payment plus \$50 on the next EFT withdrawal.

**Q: Are these transactions secure?**

A: Yes. You have more privacy with automatic payments than by writing a check. Bank research has shown that as many as ten people handle a check from the time it is written until the funds are finally deducted from your account. Most checks include your name, address, phone number, and other financial information which can be easily copied. Any information you share with UHS is completely confidential and is only shared with our bank on deposit of your payment.

**Q: May I set up a separate checking or savings account for making my payments?**

A: Yes, many people choose this as a method of controlling funds available.

**Q: I've always paid my tuition on time, why should I use EFT?**

A: Greater convenience for you and the school is provided a reliable cash flow with the time and cost of processing monthly checks greatly reduced.