



## Re-Enrollment/Registration Procedures Tuition Payment and Refund Policies

Re-Enrollment Forms and Fees - Due March 3, 2017

2017-2018

### Re-Enrollment Forms

Please return an updated and signed re-enrollment form for each of your students, the signed financial commitment agreement, and a \$300 re-enrollment fee for each student.

New students, applicants to kindergarten, 6<sup>th</sup> grade, and Valley Catholic High School should have completed an application form and been notified of their acceptance prior to submitting a Financial Commitment Agreement and \$300 registration fee.

### One Financial Commitment Agreement

Please submit only one **Financial Commitment Agreement** for all of your children at VCES, VCMS and VCHS, except those who are awaiting admission status. You will complete a Financial Commitment Agreement for them once they have been accepted. You may want to keep a copy of the signed Financial Commitment Agreement for your records.

Your tuition bill will be sent to the billing address provided on the Financial Commitment Agreement. If a billing address is not provided, we will send your tuition bill to the home address on your Re-enrollment, or Application Form. Billing statements will be mailed by the first week in July.

### \$300 per Student Re-Enrollment/Registration Fee

A non-refundable \$300 per student re-enrollment/registration fee is due with your signed Financial Commitment Agreement. Returning students pay a re-enrollment fee. New students pay a registration fee. Please note that your check may not be processed for several weeks.

New Elementary School Families with Students in Grades K-5 pay a non-refundable registration fee and tuition deposit of \$1,000 to guarantee their child's place in class.

### Tuition Payment Options

You may pay your tuition in full by July 25<sup>th</sup>, 2017, or make payments through Smart Tuition.

- **If you are currently enrolled in Smart Tuition, please do not complete a new Smart Tuition Enrollment Form. If you want to make changes to your current payment plan, please contact Smart Tuition at 1-888-868-8828.**
- You do not need to complete the Smart Tuition enrollment form if you will be paying your tuition in full to Valley Catholic School by July 25<sup>th</sup>, 2017. VCS cannot accept credit cards for tuition payments.
- Tuition, fees, and your tax-deductible GAP gift can be paid in two, three, or ten payments (including the July payment) through Smart Tuition.
- Smart Tuition charges a setup fee of \$50. This should be included with your first payment.
- If you plan to make payments and you are not currently enrolled in Smart Tuition, you must complete the Smart Tuition Enrollment Form. The form can be completed online at [www.enrollwithsmart.com](http://www.enrollwithsmart.com) or submitted in paper form with your Financial Commitment Agreement.
- All payments begin on July 25, 2017. The final payment must be received by April 25, 2018.
- You can have your payment automatically deducted from your bank account. A fee of \$30 will be applied to your account for any failed auto-debit and failed check payments. These fees are charged by Smart Tuition and cannot be refunded. Please note, your bank may impose additional fees.
- Smart Tuition will accept Visa, MasterCard, American Express or Discover for tuition payments. **They will charge a convenience fee of 2.85% for this service. This will be in addition to any fees and interest charged by your credit card company.**
- Smart Tuition also offers a monthly invoice option. This option provides you the flexibility of mailing in your payment, making a phone-in payment, or paying online at [www.parent.smarttuition.com](http://www.parent.smarttuition.com).

- If you have questions, you can contact Smart Tuition 24 hours a day, 7 days a week at 1-888-868-8828.
- A \$150 late fee will be incurred if the first payment is not received by July 25, 2017.
- Any payment that is not received by Smart Tuition by your due date is considered late. Smart Tuition will notify you that your payment is late via mail, telephone, or e-mail and charge a \$40 late fee to your account.

### **Financial Aid**

- **Returning Families:**

If you completed your financial aid application by the January 13th deadline, information regarding your award is included in your re-enrollment packet. If you missed the deadline, and need financial aid for 2017-2018, you may still apply for second-round consideration by completing the FACTS Grant & Aid Application. Based on the number of families requesting financial aid in the first-round, it is possible that there will be little or no remaining aid available for second-round consideration.

- **New Families:**

Each year Valley Catholic School sets aside funds for financial aid. If you are interested in applying for financial aid, you will need to complete a Financial Aid Application. We use an outside company, FACTS (fast, automatic, cash, transfer system), to evaluate financial need and make recommendations to our Financial Aid Committee. The committee reviews the recommendations and makes the final decisions.

The FACTS form is located on the Web at [www.online.factsmgt.com/aid](http://www.online.factsmgt.com/aid), on the Valley Catholic School website at [www.valleycatholic.org](http://www.valleycatholic.org), under the admissions menu, and in the school office.

### **Sibling Discount**

A tuition discount of \$250 is available for each child after the first child in grades K-12.

### **Refund Policy**

**Re-Enrollment, Registration and other Fees are Non-Refundable.** In addition, tuition refunds for new families with students in grades K-5 will be further reduced by the \$700 tuition deposit paid at registration. The forfeiture of the tuition deposit will also occur if withdrawal occurs before school begins.

If a student withdraws from school at the family's request during the first semester, tuition will be refunded in full month increments for the balance of the school year based on the withdrawal date. To be eligible for a refund in January, parents must notify the principal in writing by December 15<sup>th</sup> that the student will be withdrawing. No refunds will be given if the student withdraws after January 31<sup>st</sup>. If at any time during the school year a student is expelled or a student's admission is revoked or the student withdraws either voluntarily or involuntarily due to disciplinary action, tuition and fees will not be refunded. Families on monthly payment plans are still liable for any unpaid tuition and fees.

### **Elementary School (K-5) Service-Hour Commitment**

Parents of Valley Catholic Elementary School (K-5) students are required to volunteer 20 hours each year. If you **do not** wish to volunteer, you may pay a \$500 service hour fee at re-enrollment, or registration. Elementary school families who do not fulfill the required service hours before the end of the academic year will be assessed \$25 per hour for any remaining hours. Please note, parents, not other family members, need to perform the service.

Parents of Valley Catholic Middle and High School students are encouraged, but not required to volunteer.

### **Compliance with School Policies**

Valley Catholic School reserves the right to refuse admittance, to revoke attendance, to suspend, or expel any student who does not cooperate with the policies and procedures established in the school's handbook. The high standards adhered to by our school apply to after school hours as well. If any parent, guardian, or student refuses to follow the policies and procedures of the school, he or she places the student's admission or attendance at Valley Catholic School in jeopardy, and the student is subject to expulsion or revocation of admission within the sole discretion of the school. For your reference, the school handbook is located in the Parents' Guide on the Valley Catholic School Web site at [www.valleycatholic.org](http://www.valleycatholic.org).