



Hastings Catholic Schools Tuition Policy

School Year 2020-2021

Introduction

Since 1912 the primary apostolate of the Catholic parishes in Hastings, Nebraska has been to provide Catholic schools for the Catholic youth of the community. Each generation has embraced this work with dedication and sacrifice, recognizing that Catholic schools are the best means of sharing the faith with Catholic children and preparing them for service to the Church and the world.

Financing Hastings Catholic Schools involves the support of Catholic parishioners, parents, and community donors using a variety of means, including tuition and fees. The per-student cost at Hastings Catholic Schools for the **2020-2021** academic year is **\$8,666**. The Catholic parishes in Hastings provide **39%** of this cost or **\$1,600,000** assistance to the education of the children at Hastings Catholic Schools. The chart below outlines all revenue sources for the 2020-2021 school year. The assessment of tuition for a child's education at Hastings Catholic Schools is understood as a necessary and integral component of the financial management of the school and of a family's share in the gift of Catholic education received from the Church and the Hastings community. The family's donation of time in volunteer efforts (by way of the Family Participation Plan) for the good of the school community is also critical to the Catholic education of the family's children. The policies that follow detail the guidelines for qualification and the procedures for payment of tuition and fees to the school, as well as the policies and procedures that address delinquency, tuition assistance, and tuition refunds.

HCS Revenue Sources 2020-2021		
Parish Assessments (St. Michael's & St. Cecilia's)	\$1,632,500	40%
Tuition and Fees	1,322,365	31%
HCS Foundation		
Annual Appeal	275,000	
Endowment Interest	220,000	
B.L.U.E., HCAA, Bazaar, Miscellaneous	370,000	
Fund Development	322,630	29%
Total Revenue	\$4,142,495	100%
HCS Expenses 2020-2021		
Total Payroll Expenses for Salaries & Benefits	\$3,249,644	78.5%
Total Administrative and Instructional Expenses	396,750	9.4%
Total Property Costs and Transportation	496,101	12.0%
Total Expenses	\$4,142,495	100%

HCS Enrollment & Cost per Student 2020-2021	
Projected Enrollment	478
Average Cost Per Student	\$8,666
Average Parish Gift to the Family per Child	(\$3,347)
Average School Contribution per Child	(\$2,681)
Average Cost per Child to Family (Tuition/Fees)	\$2,638
Total Gift Parish and School per Student	\$6,028

Enrollment

Enrollment in Hastings Catholic Schools is open to all students who meet the eligibility requirements of the State of Nebraska and the policies of the Catholic Diocese of Lincoln. It is the policy of the Diocese of Lincoln and Hastings Catholic Schools to deprive no Catholic child of Catholic education because of an inability to pay.

On-Line Registration

Beginning 01/01/2020 on-line registration is open and completed by logging onto the school website at www.hastingscatholicschools.org and selecting the “**Student and Parent**” tab or the blue “**Register Today**” button, then clicking on the “**FACTS Tuition Management**” link.

Tuition Rates

Tuition rates are established annually by the school administration and Unity Board.

Tuition Scholarships

- **Good Shepherd Scholarship** **Based on Adjusted Gross Income**
- **Family Cap Scholarship** **4th & additional children’s tuition is free**
- **HCS Scholarships** **Based on need**

Payment of tuition at Hastings Catholic Schools is a necessary expression of the commitment of a family to the personal, spiritual, and intellectual formation of their child(ren) through Catholic education. Hastings Catholic Schools recognizes that not all families are able to afford full tuition. Parishes are required to provide tuition scholarships to their members if such need exists. The requesting family must complete a Tuition Scholarship Application, provide appropriate documentation, including recent tax returns, W-2 wage and tax statements, non-taxable income such as SSI, Welfare, Child Support, Food Stamps, Worker’s Compensation, TANF, and make known and demonstrate need. Once the Tuition Scholarship Applications are processed, the Chief Administrative Officer, Business Manager, and their delegates will review the results and distribute tuition scholarship funds according to verified need. Tuition Scholarship Applications must be submitted to FACTS by **March 31, 2020**. It is the policy of Hastings Catholic Schools to deny scholarships for past due tuition. This policy is in place to encourage a proactive approach to the need for tuition scholarships. Tuition scholarships are available for all HCS families. It is the policy of Hastings Catholic Schools not to deny a child a Catholic education based upon an inability to pay; however, the school community has determined that as a matter of justice and appropriate school management, the determination of an inability to pay should be made by completing the Tuition Scholarship Application to provide objective criteria.

Tuition Scholarship Applications can be found online at www.online.factsmgt.com/aid or via the link on the school website at www.hastingscatholicschools.org. FACTS will charge a non-refundable \$35 Scholarship Application Fee due at the time of submitting the application. FACTS will not accept FAXED or PHOTOCOPIED applications. If an application needs to be mailed to FACTS it must be signed, include the \$35 FACTS application fee, and be postmarked by **March 31, 2020**.

Fees

Registration Fee:

The registration fee for each school family is \$50. This is a non-refundable fee that is paid at the time of registration each year. After **March 31**, the late registration fee becomes **\$150**, after **June 30** the late registration fee is **\$250**. This applies to families who submit their online registration after the deadline stated on the school website and FACTS Tuition Management Registration page. On-line registration will not be finalized by HCS for any delinquent accounts from prior school years. Kindergarten families with children already in the school will register their Kindergartener at the same time as their other children. **The registration fee for new families will be \$50**. There is no late registration fee for new families.

Any returning families that have not completed online registration by June 30 will receive a letter explaining their student(s) are not enrolled for the upcoming school year and will be provided the necessary information to complete registration by the July 31 deadline. The late registration fee after June 30 is \$250.

The total cost to attend will be paid according to the payment option chosen by the family. All other incidental fees that accrue during the school year will be billed via FACTS as incurred and due within 30 days. School supply lists are sent to school families before the start of school and families are responsible for the purchase of school supplies.

Scholarship Application Fee:

There is a \$35 Scholarship Application Fee charged by FACTS Tuition Management to process all tax documents and perform the verification of application information submitted.

Methods of Tuition Payment

All families will make tuition payments via ACH (automatic withdrawal) using the FACTS Tuition Management Program. In unique and extreme circumstances, the ACH requirement may be waived for Options 1 or 2. The ACH requirement will not be waived for Option 3. **Changing payment frequency after registration will incur a \$20 fee along with the applicable FACTS fee.** The following tuition payment options are offered:

- **Option 1:** Full Payment due by August 5, processed by FACTS Tuition Management.
- **Option 2:** Semi-Annual Payment Plan where two payments are processed by FACTS Tuition Management. The first payment of one-half of the tuition and fees will be paid on August 5, and the second half will be paid by January 5.
- **Option 3:** Ten equal monthly payments will be processed by FACTS Tuition Management beginning in August.
- **Option 4:** Twelve equal monthly payments will be processed by FACTS Tuition Management beginning in August.
- **FACTS Payment Plan Fees have been eliminated.**

At the time of registration, all families will electronically sign a yearly tuition agreement that will outline the expectations for tuition payment for that academic year and sign up in the FACTS Tuition Management Program.

Late Payments

It shall be the responsibility of each school family to keep the school business office informed of their need to make any changes in their preferred tuition plan and dates for their automatic withdrawal. The automatic withdrawal dates available are the 5th or 20th of each month. The school administration can change the family's payment plan upon request. **A change in planned payment frequency will result in a \$20 fee along with the applicable FACTS fee.** The school administration will not waive tuition payments. The following consequences will apply when tuition payments are received late:

- When any payment is missed due to insufficient funds or any other reason, a \$30 missed payment fee will be charged. A similar penalty from the family's own banking institution may also be charged. After being informed of the missed tuition payment by FACTS, the missed payment will be re-attempted on the next available payment date. The automatic withdrawal dates available are the 5th and 20th of each month.

Tuition Delinquency

Tuition becomes delinquent 30 days following the due date specified by the payment plan the family agreed to at registration. For example, if a family has chosen the annual payment option, tuition becomes delinquent on September 5. The school business manager can change the family payment plan. However, the school administration will not make payment arrangements outside of the options outlined above or deviate from the policy outlined in this document. The school administration will not waive tuition payments or provide financial relief for tuition payments for those that cannot pay as agreed upon at registration. If the family has not discussed with school administration their inability to make tuition payments, the school administration will implement the procedures outlined in this policy regarding non-payment of tuition.

- If tuition is delinquent as of the last week of the student's first semester, **students will not be able to return for 2nd Semester until tuition account is brought current.**
- If tuition is delinquent as of the last week of the student's second semester, the student's grades will be withheld, and if the student is a Senior, will not be allowed to graduate, until payment has been made.
- If tuition is delinquent as of the last week of the first semester or the last week of the second semester and the family is on the invoice plan, the family will have to change payment method to automatic bank withdrawal for the following year. They will also have to make their tuition account current by cashier check.
- If an emergency has occurred, suitable arrangements must be made with the Chief Administrative Officer or Business Manager at least five (5) business days before a scheduled payment date.

Delinquent Tuition from Previous Year(s)

All previously unpaid tuition must be paid by August 1 if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school.

If a family has not met their financial commitment for Tuition/Activities/Lunch accounts at the end of each school year or by June 30 they will not be able to return for the upcoming school year. If accounts have not been made current by the deadline of June 30, any

online registration received for the new school year will not be finalized, and the families will receive a letter stating their child is no longer enrolled at either STM or STC. In order to re-enroll, all balances will have to be paid in full by July 31. If balances have not been paid in full by July 31, the families will be notified their children will not be allowed to return to HCS for the new school year.

Tuition Refunds

Tuition refunds will be made on an academic quarter basis. For example, if a student withdraws during the second week of the third quarter, the family will be refunded the tuition for the fourth quarter only. If a student withdraws during the first week of the second quarter, the family will be refunded the tuition for the third and fourth quarters. All withdrawals must be made in writing. Refunds are for Tuition only; no Fees will be refunded.

Graduation Eligibility

All senior tuition must be paid in full prior to final exams. Seniors will not receive a diploma or final grades until all accounts are paid in full. Transcripts of student records will not be prepared nor sent until accounts are settled. There will be no exceptions to this policy.

Tuition Rate per student for 2020-2021:

<u>GRADE:</u>	<u>TUITION:</u>	<u>10 mo. pmnts/12 mo. pmnts</u>
K-2	\$2,300	\$230 / \$192
3-5	\$2,500	\$250 / \$208
6-8	\$2,700	\$270 / \$225
9-11	\$3,100	\$310 / \$258
12	\$3,200	\$320 / \$267

Family Maximum Tuition: 3

*The fourth (4th) and subsequent students, will not be charged tuition if a **Family Tuition Cap Scholarship Application** has been completed by the **March 31** deadline on **FACTS Tuition Management website**.*

<u>Pre – School</u>	<u>Tuition Rates:</u>	<u>9 mo. pmnts/12 mo. pmnts</u>
2 Days/Wk.	\$1,420	\$158 / \$118
3 Days/Wk.	\$1,690	\$188 / \$141
5 Days/Wk.	\$2,100	\$233 / \$175

Pre-School tuition is not eligible for scholarship funds. Pre-school students are not included to qualify for the Family Tuition Cap Scholarship.