



MARQUETTE CATHOLIC HIGH SCHOOL

Faith In Education Since 1886

Tuition Payment Policy

2010 - 2011 Academic Year

As a private institution our payment policies respect the wise use of tuition dollars to provide educational opportunities to your children and others. Both Marquette and you and your family have rights and responsibilities in this process. Please read this information carefully to understand your responsibilities.

We are offering two payment plan options: payment in full by June 25, 2010, or eleven equal monthly payments made to Tuition Management Systems. Your child will be considered registered only after payment of registration fee and completion of Tuition Management Systems application. For those families choosing the payment in full option, if payment is not received by the end of business on June 25, you will no longer receive the \$100 discount and you must choose the monthly method of payment or your child will no longer be considered registered.

Payment in Full

Those families selecting to pay in full will receive a \$100 discount for payments received by the end of business on June 25, 2010. Any payments in full subsequent to that date will not receive the discount. New families registering after July 1, 2010 will have five (5) working days to submit payment in full and receive the \$100 discount.

If payment in full is not received by the first day of school, and the family does not select the monthly payment plan and complete the appropriate application, the child will not be allowed to attend the first day of school.

Monthly Payments

Those families selecting monthly payment installments will be using a financial services firm (TMS) to collect these payments. In our efforts to ensure that more of your tuition dollars are spent on education rather than administration we have chosen this firm to keep everyone's cost down. TMS will charge each family a one-time yearly fee of \$41.00 and will automatically deduct your monthly tuition amount from your account on the 15th of the month.

If you block this withdrawal and do not provide a new account within 10 days, your tuition will be due in full and, if unpaid, your child will have to be withdrawn. If your account does not have sufficient funds at the time of your draft, you will be required to bring tuition payment (in cash or money order) to the school within 5 days or you will be subject to the non-payment penalties described above.

Families who register on the first day of class or after classes have started must pay immediately using the payment plan offerings described above.

Returned Checks or Automatic Bank Drafts

Families who choose the monthly payment plan will be charged \$30 for a late payment and \$25 for any automatic drafts returned by the bank for insufficient funds or account blocks. This fee will be charged by TMS. Any returned checks received by the school will be charged \$25. Payment of these fees will be subject to the same non-payment policies described.

Non-Payment Penalties

Marquette Catholic High School reserves the right to charge late fees, deny admission to final exams, withhold certain records, and expel or suspend students from whom payment is not received in a timely manner. All tuition collection issues are subject to appropriate credit reporting and collection agency follow-up.

Any student whose tuition is past due as of May 24, 2011, will not be allowed to participate in graduation activities in addition to the penalties described above. Parents assume responsibility for payment.

Financial Aid

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If you have applied for financial aid in a timely manner and you received an award letter, your letter describes how much will be paid toward tuition. If you receive only a partial award, then you must pay the remainder of the tuition yourself using the above described payment plans.

In order to qualify, your financial aid application must have been completed by the established deadline of February 22, 2010. If you become ineligible for financial aid, you are responsible to pay your tuition and fees.

Tuition Refunds:-*please initial*

_____ **Initials** Students who withdraw after July 1 & before the beginning of school will be charged 1 month's tuition.

_____ **Initials** Students who withdraw prior to the end of the first quarter will be charged ¼ of the tuition.

_____ **Initials** Students who withdraw prior to the end of the first semester will be charged ½ of the tuition.

_____ **Initials** Students who withdraw prior to the end of the third quarter will be charged ¾ of the tuition.

_____ **Initials** Students who withdraw prior to the end of the second semester will be charged all of the tuition.

_____ **Initials** Students who leave as a result of disciplinary action will not be granted a tuition refund.

Refunds of withdrawal charges and prepaid tuition are at the discretion of the administration and will not be considered until the parent/guardian has signed an official notice of transfer/withdrawal.

Transcripts

Transcripts/withdrawal forms will not be sent to any other educational institution while there is delinquent tuition or fees on account. Report cards will be given and diplomas awarded only when tuition is paid in full. Seniors will not be allowed to participate in any ceremonies associated with graduation if there are delinquent fees or tuition on account.

Registration/Re-registration

No student will be re-registered for a subsequent school year unless all tuition and fees are current or satisfactory arrangements have been made with the principal.

The registration/re-registration fee of \$225 per family is due at the time of registration. After June 1, 2010 the re-registration fee will be \$250.00.

The registration/re-registration fee is non-refundable.

I have read and understand the tuition payment policies, and I accept them as written.

Signature of Parent
Financially responsible for registered student

Date

Printed Name

Student Name (please print)