



Saint Joseph School  
 132 High Street  
 Medford, MA 02155

## TUITION POLICIES 2023-2024 SCHOOL YEAR

### TERMS & CONDITIONS

1. A non-refundable deposit fee of \$300 per student is due upon registration.
2. Tuition balances will be paid under the payment option plan selected.
3. The payment plan cannot be changed or cancelled without the authorization from the Principal and Tuition Manager.
4. All tuition installments will be paid on time, with the understanding this means on or before the due date established according to the tuition payment option plan selected.
5. If a check is returned for insufficient funds, a penalty and late fee plus a \$35 returned check fee will be assessed.
6. Tuition payments received will be applied to the oldest outstanding balances.

### LATE PAYMENT POLICY

You will receive monthly due-date reminders by e-mail from FACTS Management, our tuition management system. It is your responsibility to adhere to the due dates **to avoid late fees and penalties.**

7. **Late Fees** – If I fail to pay the full amount due on or before the due date, I agree to pay a late fee of \$20 on each installment payment that is delinquent. I understand that this late fee will be accumulating until the day I pay the total due. This late fee will be added to my account starting from the day following the due date.
8. **Notice** – After one (1) week of account delinquency, I will be informed in writing by the Tuition Office of late fee and penalty assessment.
9. **Delinquent payment consequences** – If account balances are 30 days overdue, the student(s) may be removed or restricted from participating in extracurricular activities (field trips, EDP, and/or clubs). If account balances are 60 days overdue, the student’s attendance may be interrupted until account balances are made current.
10. **Loss of Eligibility for Payment Plan** – If I fail to pay my installments on time on more than one occasion, then I will not be eligible for a payment plan for the next school year.
11. **Re-admission Withholding** - If I have any outstanding tuition, fees, or EDP balances at the end of the academic year, I will not be able to re-register my child/ren for the next school year until I pay all outstanding balances due.

### TUITION REFUND POLICY

For Saint Joseph School to properly plan for the needs of the academic year and meet its budget responsibilities, the following refund policy applies:

- If student withdraws **after August 1, 2023 and before October 1, 2023, you will be responsible for 50% of the full tuition and non-refundable fees** for the academic year.
- If student withdraws on or **after October 1, 2023, you will be responsible for 100% of the full tuition and non-refundable fees** for the academic year.

The signing of this agreement confirms your understanding and acceptance of its terms and conditions.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_