



**Saint John the Evangelist School  
Financial Guide for Parents**

**2021-2022**

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***Follow Jesus; Strive for Excellence***

*Updated - April 2021*

## **Foreword**

*This guide is intended to assist families in all of the financial aspects of your child's education. We understand that the commitment you have made for a Catholic education is a considerable financial investment on your child's behalf. This guide will answer many questions you may have and serve as a reference for information throughout the school year in the event you should require further details.*

### **1. Application and Registration Policy**

Each December/January, St. John School will request all current school families to confirm their children's enrollment in the school for the next school year by requesting a non-refundable seat deposit of \$300.00 per child up to a maximum of \$600.00 per family. This seat deposit is applied toward your total tuition due for the next year. Once the school has received the seat deposit, you are considered enrolled for the following year. In March, a tuition package will be sent from the Business Office to confirm your payment plan.

Registrations of new families are accepted throughout the year until all vacancies are filled. A non-refundable application fee of \$50.00 is required for each student who applies for admission at St. John School. After acceptance, registration for new families requires a non-refundable seat deposit of \$300.00 per child up to a maximum of \$600.00.

## **2. Tuition Policy Statement**

St. John School tuition policy is designed to support the school's mission and goals through a fair and comparable tuition rate. We strive to make our Catholic education affordable for our school families and attractive to a competent teaching staff. The tuition is developed each year by the principal. It is approved by the Pastor, in conjunction with the advice of the Parish Finance Council and the Business Office.

The tuition cycle runs July-April of each year. Tuition will be announced each January for the upcoming school year.

At the time of tuition billing, new families who have enrolled in the school will be charged a onetime Service Hours deposit in the amount of \$250.00. This deposit will be returned to families when your final child has graduated from or left the school, when all tuition has been paid and when you have completed all service and fundraising hour requirements for that school year.

St. John School charges full tuition for the first two children enrolled in the school. A discount of 20% is available for additional children. Tuition and all associated fees and policies are based on the premise that each student has a primary place of residence. Tuition, associated fees and policies apply to those who live in the residence only. Multiple residences, siblings and guardians may not benefit financially or otherwise from the financial payments and/or fundraising hours of another household. Financial Responsibility Disclosures and tax returns may be requested in the event of a dispute.

### *New Families*

- New families are required to pay one third of their total tuition bill as their first tuition payment.
- New families who register after July 5<sup>th</sup> shall be expected to pay the non-refundable deposit as well as one third of the total tuition bill.
- New families who register after the first day of school shall also have their tuition prorated over the number of school days they will attend in accordance with the formula established by the school administration.

## **3. Incidental Billing**

All incidental billing (lunch, after-care, clubs, field trips, etc) will be charged through FACTS. This will be done monthly and families will have two weeks to pay the incurred fees. Families will receive letters if their incidental accounts go 60 days past due. Payments for these services will not be accepted in the school.

#### **4. Payment Options**

St. John School utilizes the services of FACTS to manage our entire tuition enrollment, payments and all invoicing for the tuition process.

We offer various payment plan choices. These are outlined on your FACTS enrollment form. Automatic deductions (ACH) from your checking account / savings account are available with these options. Based on your payment plan, FACTS will charge an enrollment fee.

If a third party will be making payments on your behalf, please make sure their name, address and telephone number is on the Payee portion of your FACTS tuition form. This will ensure timely and accurate billing and authorizes the payee to make payment inquiries on your account.

Also, payment punctuality is critical to avoid incurring a late fee of \$40.00. If you are unable to make your tuition payment in a timely manner in accordance with your payment option choice, you must contact FACTS directly to avoid a late fee.

#### **5. Delinquency Policy Statement**

As a school, our goal is to have a 0% delinquency rate as any delinquency affects our ability to maintain an affordable education for our children. Therefore, the School's Business Office works closely with FACTS to monitor delinquency.

If a family is unwilling to make suitable payment arrangements for a delinquency, the family will not be permitted to return to School until all arrears have been satisfied and late fees paid. Registration for the following year will be suspended until such time as all arrears have been paid. Failure to pay tuition bills will result in collection agency referral.

Once two payments have been missed, you will receive a letter from the Business Office requesting you contact us to make arrangements to resolve any outstanding balance and to discuss your current payment plan.

After three missed payments you will receive a letter from the Principal requesting a response to resolve the delinquency problem. If we do not hear from you, you will receive notification of your child's/children's last day of school.

Registration for the following school year is contingent upon payment in full of the previous year's tuition.

## **6. Tuition Assistance Policy**

St. John School gives out financial aid to families in need. This money comes from three different sources: St. John School Endowment, Catholic Schools Foundation, and the St. Vincent DePaul Society.

St. John School's goal is for at least 10% of students and/or families to receive aid. Aid ranges from \$500 - \$2,000 per student. St. John School uses a committee made up of the principal, the administrative assistant, the business manager, and the pastor to make decisions.

St. John School also tries to leave a small amount of aid available for emergencies throughout the year. In addition, St. John School utilizes the Catholic Schools Foundation Emergency Fund when possible.

This financial aid is given out to families who apply through FACTS and are verified. St. John School uses the following criteria for awarding financial aid:

- 1 - FACTS recommendation
- 2 - Multiple students at St. John School
- 3 - 2<sup>nd</sup> year or greater at St. John School
- 4 - Significant family crisis
- 5 - Alumni family

All sources of potential financial aid require FACTS application, verification and recommendation. It is important that you apply for financial aid in time to adjust your tuition amount for the following school year. If for some reason your FACTS tuition assistance application is denied and you are experiencing financial difficulty, please contact the Business Office or the School Principal. Often, we are able to offer financial assistance based on family circumstances.

If at any given time you are experiencing a financial difficulty, contact the Business Office or the Principal immediately to arrange a mutually agreeable payment arrangement. We will notify FACTS of any payment changes approved by the Principal and the Business Manager on your behalf.

## **7. Service Hours Policy Statement**

At St. John School, we are a community - a community of students, teachers, and parents. As a community, we encourage as well as require parent involvement. We believe that parents who are involved understand our mission and want to be active members of our school community. While we encourage families to be involved in any way that they can, we do require each family at St. John School to accomplish 20 Service Hours every school year. The only exception is preschool half-day students, who have a requirement of 10 Service Hours.

St. John School depends upon fundraisers to supplement operating budget. Upon enrollment, each family must provide a \$250.00 refundable deposit per family. This exact amount will be refunded to the family when their last child has graduated from the school or in the event the family leaves the school, if all work credit hours are completed for that year and as long as all tuition is paid in full.

This Service Hours Program is managed by a parent volunteer who liaisons with the various Chairpersons and Principal to accurately track your service and fundraising hours. Additionally, the donation of items for different events or financial donations are all ways to earn fundraising hours.

The Service Hours Coordinator will issue a status update to each family in February of each year to enable families to monitor their progress towards the goal of 20 hours. Failure to complete the 20 hours by the end of the school year will result in a prorated \$750.00 penalty charge, which will be charged through the FACTS incidental billing system.

Every family's circumstances are different and they may change from year to year depending on work schedules, caring for children at home, etc. The Principal and Service Hours Coordinator are available to help you find creative ways to fulfill your service and fundraising hours.

## **8. Refund Policy Statement**

The School's expenses are incurred on an annual basis and are not diminished when a student withdraws. Refunds of tuition payments (not to include the non-refundable deposit to hold a child's seat) will be made for voluntary withdrawals submitted in writing before the dates shown:

- If you withdraw before August 31, you are responsible for 25% of the annual tuition and will be refunded 75% of the annual tuition.
- If you withdraw before November 30th you are responsible for 75% of the annual tuition and will be refunded 25% of the annual tuition.
- If you withdraw after November 30th you are responsible for 100% of the annual tuition and will not receive any refund.
- If a student is expelled from the school after September 30, there will be no refund given.

New families who withdraw prior to the start of school will not be refunded their first tuition payment equal to one third of the total tuition bill.

In the event that the school and parents decide a transfer from the school is in the best interest of the student, the family will be held accountable for the tuition amount due through the date of withdrawal of the child from the school.

## **10. Recourse/Complaint Resolution**

If at any time a family is not satisfied with the service they receive as a result of an interaction with our Business Office, they are always able to seek recourse with the principal of the school or the pastor of St. John the Evangelist Parish.

## **11. Important Telephone Numbers / Email Addresses**

St. John School

Dr. Chris Flieger, Principal

[chris.flieger@sjscanton.org](mailto:chris.flieger@sjscanton.org)

Business Office

Mrs. Anne Guerini, Business Manager

[aguerini@cantoncatholic.org](mailto:aguerini@cantoncatholic.org)

Work Credit Coordinator

Mrs. Melissa Nasrah

FACTS

Customer Service

1-877-606-2587

## Enrollment Contract

This agreement is entered into by St. John School and the parents/guardians whose signatures appear below.

Both parties accept the terms and conditions governing enrollment and payment of tuition as outlined in the school financial guide.

Upon signing of this agreement, the parents/guardians agree to pay the School a nonrefundable tuition deposit. This will be credited towards the annual tuition.

The parents/guardians who sign this agreement agree to pay the tuition and all fees for the academic year for the grade in which the student(s) is to be enrolled.

The parents/guardians understand and agree that the student (s) is enrolled for the entire academic year or such portion as may remain after the date of entrance. The parents/guardians are liable for the entire academic year tuition and fees (pro-rated if entering at a date later than the first day of school) upon signing of this agreement.

The parents/guardians further agree that the withdrawal or dismissal of the student after enrollment, for whatever the reason, does not relieve the parents of the responsibility for payment of the remaining unpaid balance due.

The parents further agree that upon withdrawal or dismissal of the student, for whatever reason, the school will provide a refund in accordance with St. John School's Refund Policy.

The parents agree that if payment of tuition and fees is not made in accordance with this agreement, the School shall have the right to refuse to admit the student to class and to terminate this agreement. The parents also agree that the School shall have the right to withhold the official transcript of the student's academic record and/or diploma until all tuition and fees have been paid.

No student will be allowed to begin a new school year until all existing financial obligations have been satisfied, this agreement has been signed and all appropriate enrollment deposits made.

**Waiver:** The School shall not be deemed to have waived any of its rights under this or any other agreements signed by the School. No delay or omission on the part of the School in exercising any rights shall operate as a waiver of its rights. A waiver on any one occasion shall not be construed as a bar to or waiver of any right or remedy on any future occasion.

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Parent/Guardian Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

Please sign, date, and return to the school principal.