

## Visitation Catholic School

### 2021-2022 Tuition Election and Policies and Procedures Acknowledgement Form

Visitation Parish seeks to draw all to Jesus Christ, by celebrating the Sacraments, educating people of all ages in the Truths of the Catholic Faith, and reaching out to those in need. An integral part of the Parish's educational ministry is Visitation Catholic School which seeks to educate children of parish families and others in the community in the truths of the Catholic faith. Visitation fosters a healthy educational experience by providing a positive and supportive environment for all children to develop a love of learning.

The grade school's tuition structure reflects its mission, which first and foremost, is to provide an opportunity for children of parish families to receive a primary education in the Catholic tradition, as well as offer a similar opportunity, as capacity allows, for others interested in a parochial/private school education. In addition, the tuition structure reflects the Parish's commitment to its educational mission of its parishioners, particularly those families with more than one child. Applicable tuition rates for the 2021 – 2022 academic year may be found on the Tuition Schedule below. In addition to number of students per family, tuition rates are specified by family status, which is either "Parishioner" or "Non-Parishioner".

Parishioner is defined as a family who:

1. Regularly attends Sunday Mass and Holy Days of Obligation
2. Receives the sacraments of the Eucharist and Confession at least once a year
3. Observes the fasting and abstinence disciplines of the Church
4. Is registered with the parish using the parish registration system <https://visitationparish4.flocknote.com/>
5. Assists with the material needs of the Church each according to their own ability with their time (volunteering), treasure (monetary tithing), and talent (lectoring, cantoring, or otherwise contributing your skills to help the parish).

The Parishioner tuition rates apply to those families who meet the definition of Parishioner. For those families who do not meet the definition of Parishioner, we welcome you, as capacity allows, to take advantage of a parochial/private school education at the Non-Parishioner tuition rates.

Families must sustain their status as a Parishioner for the entire fiscal year (July 1 – June 30) to qualify for the applicable Parishioner tuition rate. Parishioner status will be periodically reviewed, and the Parish reserves the right to adjust tuition rates (to Non-Parishioner), for those Parishioners who do not continue to meet the definition of a Parishioner.

For those families who tithe to the church, the parish's e-giving service is the way to make regular (weekly or monthly) financial contributions. <https://giving.ncsservices.org/app/giving/visitationegiving>

Please review the tuition policies and procedures as stated herein (and in the applicable academic year Parent Student Handbook).

A nonrefundable deposit of the \$450 per student supply/book fee is due by July 31, 2021 via Smart Tuition to confirm your student's place in the Grade School.

At Visitation Parish, we value the faith formation and education of parish family children. Resources exist for parish families whose current financial position make it unduly burdensome for their children to attend the Grade School. If you need financial assistance to make a Visitation Catholic School education attainable for your children, please go to these pages on our website for information: <https://www.visitationelmhurst.org/catholic-education-foundation.html> , <https://www.visitationelmhurst.org/stl-legacy-fund.html> and <https://www.visitationelmhurst.org/tax-credit-scholarship.html> Timely completion of the FACTS Grant and Aid Application is an important first step when seeking tuition assistance. Please contact the principal for more information.

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#### 2021 – 2022 Tuition Schedule

<u>Grade 1 – 8</u>	<u>Parishioner</u>	<u>Non-Parishioner</u>
1 Student	\$5,000	\$6,800
2 Students	\$9,250	\$12,580
3 Students	\$12,500	\$17,000
4 Students +	\$15,500	\$21,080
Kindergarten – Full Day	\$5,000	\$6,800
Kindergarten – Half Day	\$4,000	\$5,800

#### Notes

- 1) In addition to tuition a non-refundable per student supply/book fee of \$450 is due and payable by July 31, 2021. This fee is applicable to all grade school, kindergarten, and preschool students regardless of the half or full day and number of days per week elections.
- 2) Tuition is capped at four students. Families with more than four students pay a capped tuition of four students.

#### To Do Checklist

1. \_\_\_\_ Confirm your desired tuition rate as Parishioner or Non-Parishioner
2. \_\_\_\_ For Parishioners, add your family to the Vis School Family group & confirm your other information (if you have not logged in to Flocknote since registering with the parish, you will need to create a login password. Please DO NOT re-register in Flocknote) If you need to sign up in Flocknote go to <https://visitationparish4.flocknote.com/> Be sure to add your family to the Vis School Group and completely fill out the parish registration information.
3. \_\_\_\_ For Parishioners, confirm your information or sign up for a tithing level based upon your reflection, giving according to your own ability utilizing the E-Giving portal (for your weekly or monthly donation) <https://giving.ncsservices.org/app/giving/visitationegiving>
4. \_\_\_\_ New families sign up in SmartTuition when you receive the link from the school.
5. \_\_\_\_ Return the Tuition Acknowledgement form by June 4, 2021.

## Visitation Catholic School

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#### Tuition Policies and Procedures

##### Tuition Election and Policies and Procedures Acknowledgement Form

All families with children enrolling in grades K – 8 must complete and submit a Tuition Election and Policies and Procedures Acknowledgement Form to the school office.

##### Tuition Amount

Tuition rates are based upon the family's status as a Parishioner or Non-Parishioner

Parishioner status will be reviewed at the end of each trimester. If a family moves from Parishioner status to Non-parishioner status at a review period, the Non-parishioner tuition rate will be applied for the remainder of the academic year.

##### Tuition Payment Service Provider

Visitation Catholic School has partnered with Smart Tuition to service tuition accounts. All Tuition and fee payments **MUST** be made utilizing Smart Tuition (now Blackbaud Tuition Management). To enroll in the service, follow the instructions on the following landing page: [www.smarttuition.com](http://www.smarttuition.com)

If you have technical difficulties accessing the system, call 866-395-2986. If you have general questions about the program or your ability to utilize an online service provider, you may call the assistant principal, Katie McVey at 630-834-4931.

##### Tuition Payment Terms and Past Due Policies

Tuition is payable in full (August), twice a year (August and January), or ten equal monthly payments (August through May), via [SmartTuition](#) tuition payment service. School fees are applied to the Smart Tuition accounts in July.

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The following procedures will be employed to resolve past due payments:

- 5 Days Past Due
  - Initial correspondence via email and/or letter indicating past due balance
  - Request for written (email) response on plan to bring past due balance current
- 10-Days Past Due
  - Second correspondence via phone call from Principal or Assistant Principal to understand family circumstance and develop agreed upon course of action
  - Follow up to phone call with a written summary of agreed upon course of action
- 30-Days Past Due
  - If agreed upon course of action is not being followed, request in-person meeting between parents, school administration, and parish finance manager to evaluate/develop revised payment plan to bring current past due amounts and ensure future tuition payments due not become past due, as needed
  - Approval of the revised plan must be approved by Principal or Assistant Principal and Parish Finance Manager
- 45 Days Past Due
  - Confirmation that SchoolSpeak access has been suspended pending resolution of the past due balance
- 60-Days Past Due
  - If agreed upon course of action is not being followed and after evaluation of the relevant facts and circumstances, Principal and Pastor to determine if students will be permitted to continue their education for the remainder of the academic year and/or enroll the following academic year

#### Tuition Assistance

Tuition assistance programs are available for parish families in need. The Diocese of Joliet provides tuition assistance through its Catholic Education Fund ([https://www.cefjoliet.org/Scholarships\\_And\\_Grants](https://www.cefjoliet.org/Scholarships_And_Grants)). In addition, tuition assistance is available through funds set aside for this particular purpose through the generosity of parish benefactors and the Sister Thomas Leo Fund (<https://www.visitationelmhurst.org/stl-legacy-fund.html>). Please see the school website for further details about requesting tuition assistance. A FACTS Grant and Aid Application must be completed to initiate a tuition assistance request (<https://online.factsmgt.com/aid>).

**Visitation Catholic School**

**2021-2022 Tuition Election and Policies and Procedures Acknowledgement Form**

**Please return this page to the Visitation school office by June 4, 2021.**

Based on our family’s status for the fiscal year July 1, 2021 through June 30, 2022, please bill us according to the following tuition schedule:

Parishioner \_\_\_\_\_

Non-Parishioner \_\_\_\_\_

The names and grades of our children attending the Grade School for the 2021 – 2022 academic year are as follows:

	First	Last	Grade
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

The total number of children attending the Grade School for the 2021 – 2022 academic year is: \_\_\_\_\_

I/We confirm: 1) we are registered in Flocknote and 2) have confirmed our information or signed up for a donation level utilizing the E-Giving portal, as applicable for a parishioner.

I/We have read and understand the contents of this form and agree to adhere to the policies and procedures contained herein.

Print Parent Name(s) \_\_\_\_\_

Signature of Parent(s)\* \_\_\_\_\_

Date Signed \_\_\_\_\_

Home Address \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact email \_\_\_\_\_

\* or signature of Guardian