**2022-2023 TUITION POLICIES**

1. Tuition and fees are billed monthly.  Payments are due on the payment date that was selected when setting up your FACTS tuition account.  If payment is not received by the last day of the month, a $20 late fee will be assessed to your account.
2. The student tuition account is viewed as one account, regardless of a family's outside payment arrangements.
3. No student can begin a new semester until their tuition account is current.
4. **If a tuition account is two months past due, a letter will be sent home with your student excluding him/her from attending school and participating in class until payment is received to bring the account current.**
5. If tuition payment arrangements are not kept by parents, the delinquent amount will be forwarded to the school’s attorney for debt collection 30 days after the student’s last day of school.

**Refund Policy**

1. Advanced Deposits: Advanced deposits are applied evenly to the tuition balance over the 10-month billing period. If a student withdraws from Providence Catholic Children’s Academy, the deposit is forfeited.
2. Tuition Refunds: Tuition refunds are prorated based on the amount of tuition billed and the number of weeks in the semester the student has attended at the time of withdrawal

**Tuition Payment Plans**

All families are required to establish an online tuition account with FACTS Management at the beginning of each year regardless of which payment plan is selected. Your FACTS account is used to view your account and to make or check the status of a payment.

Providence offers a variety of payment plans to accommodate each family’s financial needs:

1. Annual (due August 1)
2. Semi Annual (August 1 & January 1)
3. 10-month plans
   1. 15th of each month: July 15 – April 15
   2. 1st of each month: August 1-May 1
   3. 15th & last day of each month(bi-monthly): July 15-April 30

Once a payment plan is established no changes can be made until the school has finalized your tuition agreement. If families would like to make a change to their account, they must contact the Tuition Office at least 3 days prior to their next scheduled payment. Families are only allowed to make changes to payment plans once per academic year.

Payments are submitted via an automatic bank draft or credit/debit card online through FACTS Management. There is no charge for payment from a checking/savings account; however, FACTS charges a 2.85% processing fee on all card transactions. Payments returned by the bank will be assessed a **$30** fee.

**Incidental Charges**

The enrollment fee for FACTS varies based on which payment plan is selected. Families that select the payment plan in which their tuition is paid in full or by semester are assessed a $20 enrollment fee. If a family chooses to pay monthly or bi-monthly the enrollment fee is $50. This charge will be viewable on your account once the school has finalized your agreement.

If your child attends before/after care (BAC) your bill for hours used will be under Incidental Charges. BAC is billed in arrears so, for example, hours used in September will be billed in October. Your final BAC bill for May BAC hours will be billed in June. All incidental charges are due on the 20th of each month regardless of payment plan selected. You will receive email notification of incidental charges at least 10 days prior to the withdrawal date of funds.

Incidental charges will automatically be withdrawn from the account on file. If you wish to use a different account or card for incidental charges this change can be made once you have set up your account and the school has finalized your tuition agreement. Any changes in payment information must be made a minimum of 3 days prior to a scheduled payment.

Still have questions? FACTS customer service is available 24/7 at (866) 441-4637. You can also contact the Tuition Office at tuition@providencecatholic.org