



# PROVIDENCE CATHOLIC CHILDREN'S ACADEMY

1800 W. Lincoln Highway • New Lenox, Illinois 60451 • (815) 485-7129 • [www.providencatholic.org](http://www.providencatholic.org)

## Tuition Policies for the 2017-2018 School Year

1. Tuition is billed monthly, along with fees which are due in the same month. Payments are due the first of each month; August through May. Statements are sent to each family by the fifteenth of every month and are due the first of the following month. If payment is not received by the fifth of the month, a \$15 late fee will be charged.
2. Payments may be made by check, cash, money order, cashier's check, Visa, MasterCard or Discover card. Please be aware that all payments made by credit card or debit will be assessed a 3 % service fee for the total amount charged per month. (This is what the bank charges PCHS.) Parents may also have tuition debited each month from your savings or checking account. The auto debit enrollment form can be found in the *Forms* section of our website (<http://wearepc.org/forms/>). Providence Catholic will gladly accept advance payments over the summer if this will help families budget more easily.
3. Financial Aid is available to families who qualify. Please complete the financial aid form which is available online from FACTS at [www.factsmgmt.com](http://www.factsmgmt.com) by March 1<sup>st</sup>. The amount of financial aid that we are able to provide to each family is limited. Once we reach that limit for each family, we will not be able to extend additional financial aid.
4. If you are having a problem making your tuition payment on time, please call the tuition officer in the tuition office at 815.717.3176 to make a cordial tuition arrangement. Any reasonable temporary arrangement will be honored. The goal is always to get the tuition account current as soon as possible.
5. **Parents and guardians must understand that if the tuition account is two or more months past due and we have not heard from you making an arrangement for payment which will bring your account current, a letter will be handed to your student excluding him/her from classes until payment is received or an appropriate arrangement is made which will pay the tuition. A letter of exclusion is handed to your student personally and quietly from the President's Office and is not intended to embarrass your student, but only to bring the overdue tuition to your attention.**
6. Family accounts which have an unpaid balance on May 10<sup>th</sup> every year will receive an additional letter explaining that students will not be allowed to receive report cards, or have access to the Parent Portal until the tuition has been paid in full. Accounting ends for the year on June 15<sup>th</sup> when the next year's billing cycle is created, therefore all accounts need to be paid up by this date. Seniors do not receive caps and gowns for Baccalaureate or Graduation or receive diplomas until all obligations have been met or a satisfactory arrangement has been made.
7. Checks returned by the bank marked "Non-Sufficient Funds" will be assessed a \$25 fee per check. If the bank returns a second NSF check, no further checks will be accepted from your family. You may then pay by cash, cashier's check, money order, Visa or MasterCard only.
8. No student will receive a schedule in August if there is an outstanding balance from the previous school year. Old balances must be paid in full before beginning a new school year.
9. If tuition payment arrangements are not kept by parents, your delinquent amount will be forwarded to the school's attorney for debt collection at the end of the school year.