



Holy Child Jesus Catholic Academy creates an environment where our students achieve their God-given potential in order to become well-educated and faith-filled citizens of the 21st century.

Holy Child Jesus Catholic Academy **Tuition Policy 2024 - 2025**

Since the stability of our school and the quality of its programs are of the utmost importance, we are always seeking ways to make improvements to benefit everyone. After much research and investigation, we have partnered with FACTS Management Company to help us manage our tuition payment program and financial aid assessment. FACTS is used by many schools locally and over 6,500 schools nationally. We are excited to be working with them and are confident this program will offer greater efficiency and financial stability for the school while providing convenience to families.

One of our primary goals at Holy Child Jesus Catholic Academy is to concentrate our efforts on improving the *business side* of our school. By taking advantage of the security and convenience of payment processing and information technology offered by FACTS, we remain committed to this goal. Tuition payments for the 2024-2025 school year can be paid *online*, by *phone*, by *mail*, or by EFT; *automatic withdrawal from your bank account*. Please be sure to retain your cancelled check or money order receipt for your records. We will not be accepting tuition payments in the office.

For those families that have an Invoice Payment Plan, each month, 20 days before your payment due date, FACTS will send you an email or mail invoice letting you know that your invoice is ready. If you want to mail in a payment, you will need to log into their FACTS account and click on the Actions button and choose the *Mail In a Payment* link. You will be taken to the Mail In a Payment Screen that has the 3 step instructions.

Click on the Print link next to each invoice for which you will be mailing in a payment. Print out the invoices.

1. Cut off the payment stub along the dashed line.
2. Mail the payment stub(s) and your check to:

FACTS Management Company

P.O. Box 2597

Omaha, NE 68103-2597

Any questions please feel free to call FACTS at 1-866-441-4637

Tuition and any additional fees owed are due on the 1st of each month to FACTS Management Company. Tuition payments are made from August through May in ten installments. Any payments received after the 15th of each month will incur a late fee of \$25.00.

A 3% discount will be given for tuition paid in full by August 1st. No discount will be given if payment in full is not received by August 1st.

Families interested in applying for financial assistance must go to www.futuresineducation.org to apply. Assistance is awarded by Futures in Education, not HCJCA. The application process opens on January 15th with a deadline of March 31st (Received award last year) or April 30th (New families), and assistance is issued on a first come, first serve basis.

Checks returned by the bank unpaid will not be re-deposited and must be replaced with a money order including any bank fees and late fees. Tuition payments are non refundable, except if we are notified prior to September 1, 2024 that your child will not be attending Holy Child Jesus Catholic Academy.

Arrears

1. After one month in arrears, a notice will be sent home and a \$25.00 fee will be added to your account.
2. After two months in arrears, a notice will be sent home and an additional \$25.00 fee will be added to your account, followed up by a phone call and/or meeting with an Academy Board member.
3. Students with arrears over two months will be excluded from **class** and **class trips** and **activities** until their account is brought up to date. **No reports cards will be issued to students with outstanding balances beyond 60 days.**
4. All 8th Grade students must have tuition and graduation fees paid by May 1. Students who are not paid in full will not be allowed to participate in graduation activities.
5. NOTE: Families who have unpaid tuition or fees will not be invited to Re – Register until these amounts are paid in full. No seat for the coming school year can be guaranteed, and no records will be forwarded for transfers or graduating students until your account is paid in full. Families with outstanding balances not paid by the beginning of the next school year may be sent to collections.

If you have any questions regarding the tuition policy, you can contact the Academy Board in writing, by dropping off your letter at the Academy office or emailing us at boardofdirectors@hcjcan.org.

I have received and read the Holy Child Jesus Catholic Academy Tuition Policy for 2024-2025 and am aware of my responsibilities regarding it.

Student Name(s) _____ Grade(s) _____

Parent Signature _____

Date _____