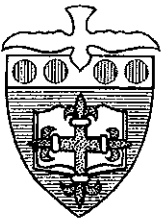


# Catholic Schools Office

DIOCESE OF WORCESTER • 49 ELM STREET, WORCESTER, MASSACHUSETTS 01609 • (508) 929-4323 • FAX (508) 753-7180



## 2010-2011 School Year

### Financial Policies for Central Catholic Schools

This document should be read and retained along with other school information. The provisions contained herein are an essential part of each parent's contract with their child's school. This document is also available online for you to download.

Students registering in a Central Catholic school from any Catholic school in the Diocese of Worcester must have met their tuition obligation at the school they are transferring from for the school year 2009-2010.

All students, new or returning, registering in a Central Catholic School must complete the 3-step online registration process which contains **Tuition, Form and Fee sections**. Only after these 3-steps are completed will your child be considered enrolled to attend school and receive course selection information.

### NEW STUDENT INFORMATION

#### REGISTRATION:

- At the time of registration, there is a \$200.00 non refundable registration fee which is not included in the tuition amount that is set by the school. This registration fee is payable either by using your Visa, MasterCard, Discover or American Express credit card or by making payment online by electronic check.

#### TUITION PAYMENT OPTIONS:

When you register your child, you will be asked to select and complete a tuition payment plan. The Catholic Schools Office determines the total student charges (tuition, fees, assessments, etc.), minus any credits (payments, financial aid, scholarships etc.). These total charges for the 2010-2011 school year must be paid by one of the following payment plan options:

## **Option 1 - FACTS Management Company- Payment Plans**

Tuition Payments through FACTS Management Company are automatic bank payments from your bank/credit union through a checking or statement savings account. Additionally, FACTS Management Company offers a Visa, MasterCard, Discover or American Express credit card option for tuition payments.

**In no event will a student be allowed to attend classes until the tuition agreement with FACTS is active and current.** The following payment options are available if you choose a FACTS payment plan. They are as follows:

- One (1) annual payment can be made either on the 5<sup>th</sup> or the 20<sup>th</sup> of the month of June 2010. This payment option varies relative to the date of registration. This tuition agreement is part of your child's registration process and must be completed.
- Two (2) semi-annual payments can be made either on the 5<sup>th</sup> or the 20<sup>th</sup> of the months of June 2010 and January 2011. This payment option varies relative to the date of registration. This tuition payment agreement is part of your child's registration process and must be completed.
- Four (4) quarterly payments can be made either on the 5<sup>th</sup> or the 20<sup>th</sup> of the months of June 2010, September 2010, January 2011 and April 2011. This payment option varies relative to the date of registration. This payment agreement is part of your child's registration process and must be completed.
- Ten (10) monthly payments can be made either on the 5<sup>th</sup> or the 20<sup>th</sup> of the month and are due beginning June 2010 and ending March 2011. This payment option varies relative to the actual date of registration. This tuition agreement is part of your child's registration process and must be completed.

## **Option 2 - FACTS Management Company - Initial Invoice**

This option allows you to mail a check or money order for the full balance of your child's tuition. You will receive an invoice from the FACTS Management Company on or before June 10, 2010 with payment due in full on or before July 1, 2010. If you enroll your child after June 10, 2010, payment will be due within thirty days or prior to the start of the school year, whichever comes first. Checks should be made payable to the FACTS Management Company and mailed directly to them at:

FACTS Management Company, P.O. Box 2315, Omaha, NE 68103-2315.

A late fee of \$25.00 will be imposed on any account that is outstanding thirty (30) days from the invoice date and for every thirty (30) days subsequent. In no event will a student be allowed to attend classes until payment has been made.

## **RETURNING STUDENT INFORMATION**

### **RE-REGISTRATION FEE:**

- At the time of re-registration, there is a \$150.00 non refundable re-registration fee which is not included in the tuition amount that is set by the school. However, for re-registrations that occur in Central Catholic Schools on or before February 26, 2010, the re-registration fee will be \$100.00. This re-registration fee is payable either by using your Visa, MasterCard, Discover or American Express credit card or by making payment online by electronic check.

### **TUITION PAYMENT OPTIONS:**

#### **Option 1 – FACTS Management Company – Electronic Re-enrollment**

If you made your tuition payments for the school year 2009-2010 through a payment plan with the FACTS Management Company and if your account with them is in good standing, by choosing this option you will automatically be re-enrolling in that payment plan for the 2010-2011 school year.

If you do not want to be automatically re-enrolled as you were for the 2009-2010 school year with FACTS and want to change your plan or your account with them is not in good standing, you must choose Option 2 and complete a new tuition payment agreement with them.

#### **Option 2 - FACTS Management Company- Payment Plans**

Tuition Payments through FACTS Management Company are automatic bank payments from your bank/credit union through a checking or statement savings account. Additionally, FACTS Management Company offers a Visa, MasterCard, Discover or American Express credit card option for tuition payments.

**In no event will a student be allowed to attend classes until the tuition agreement with FACTS is active and current.** The following payment options are available if you choose a FACTS payment plan. They are as follows:

- One (1) annual payment can be made either on the 5<sup>th</sup> or the 20<sup>th</sup> of the month of June 2010. This payment option varies relative to the date of registration. This tuition payment agreement is part of your child's registration process and must be completed.

- Two (2) semi-annual payments can be made either on the 5<sup>th</sup> or the 20<sup>th</sup> of the months of June 2010 and January 2011. This payment option varies relative to the date of registration. This tuition payment agreement is part of your child's registration process and must be completed.
- Four (4) quarterly payments can be made either on the 5<sup>th</sup> or the 20<sup>th</sup> of the months of June 2010, September 2010, January 2011 and April 2011. This payment option varies relative to the date of registration. This payment agreement is part of your child's registration process and must be completed.
- Ten (10) monthly payments can be made either on the 5<sup>th</sup> or the 20<sup>th</sup> of the month and are due beginning June 2010 and ending March 2011. This payment option varies relative to the actual date of registration. This tuition agreement is part of your child's registration process and must be completed.

### **Option 3 - FACTS Management Company - Initial Invoice**

This option allows you to mail a check or money order for the full balance of your child's tuition. You will receive an invoice from the FACTS Management Company on or before June 10, 2010 with payment due in full on or before July 1, 2010. If you enroll your child after June 10, 2010, payment will be due within thirty days or prior to the start of the school year, whichever comes first. Checks should be payable to the FACTS Management Company and mailed directly to them at:

FACTS Management Company, P.O. Box 2315, Omaha, NE 68103-2315.

A late fee of \$25.00 will be imposed on any account that is outstanding thirty (30) days from the invoice date and for every thirty (30) days subsequent. **In no event will a student be allowed to attend classes until payment has been made.**

### **PAYMENT POLICIES:**

- Payment must be made using one of the options listed above.
- Any requests for changes to your FACTS agreement or Payments made at the Office of Student Accounts must be made five (5) business days prior to the FACTS Tuition Management payment date in order for correct processing to take place.
- Failure to make payments when due may result in the denial of student admittance to class and exams.
- A \$25.00 charge will be imposed for any check that is not honored by the bank/credit union on which it is drawn. This is in addition to any charges that are imposed by your bank/credit union and a \$25.00 missed payment fee by FACTS Management Company. After two (2) checks have not been honored by a bank/credit union, only cash, a money order or a bank check will be accepted for payment. Dishonored checks are not redeposited unless you instruct us otherwise.

- **Personal checks will not be accepted after April 20 of the school year.**
- **Students who register after the beginning of the school year will be charged tuition according to the number of months attended. Any part of a month will be counted as a full month of attendance when determining the amount of tuition to be charged.**

## **DELINQUENT TUITION POLICIES:**

**Tuition accounts must be current and active at all times. Failure to make payments when due may result in the denial of student admittance to class, mid term, or final exams and extra curricular activities.**

## **WITHDRAWAL AND REFUND POLICY:**

- **The Office of Student Accounts must be notified in writing by the school of the student's withdrawal.**
- **This written notification must be received at the Office of Student Accounts five (5) business days prior to the date of withdrawal in order to stop payment.**
- **Refunds, if applicable, will be issued one (1) month after the date of withdrawal (as stated on the withdrawal notice from the school).**
- **Registration/re-registration fees are non refundable.**
- **Students who withdraw on or after June 4, 2010 through September 4, 2010 will be charged one (1) month of the total school year's tuition (based on ten (10) months). Example: the total tuition for the school year is \$6,500.00; the charge will be \$650.00.**
- **Students who withdraw on or after September 8, 2010 but before November 1, 2010 will be charged one quarter of the total school year's tuition (based on four (4) quarters). Example: the total tuition for the school year is \$6,500.00; the charge will be \$1,625.00. Payment Quarters end on the last day of October, January, March and the last day of school. Any part of a quarter will be counted as a full quarter of attendance when determining the amount of tuition to be charged.**

## **FINANCIAL AID:**

- **Diocesan Catholic Schools System Tuition Assistance Fund -- This fund is used to allocate financial aid monies to income eligible families. Students in grades K-12 are eligible for these limited grants. For information on how to apply, deadlines, etc., please refer to the Policies & Procedures for the Diocesan Catholic Schools System Tuition Assistance Fund, which have been included in your enrollment/re-enrollment packet or you may download them from your family dashboard once your child's tuition/enrollment process has been completed.**

- **Diocesan Adopt-A-Student Program** – Recipients are selected by a volunteer committee of individuals who are associated with the Diocesan Adopt-A-Student Program. This committee allocates financial aid monies to students in grades K-12. For information on how to apply, applications for new applicants, deadlines etc., please visit their website:

**[www.adopt-a-student.net](http://www.adopt-a-student.net)**

## **\$175.00 PARISH ASSESSMENT SCHOLARSHIP PROGRAM:**

To offset a Central Catholic School family's tuition cost, parishes in the Diocese of Worcester offer a \$175.00 scholarship to each eligible Central Catholic School student. The student's scholarship is authorized, approved and determined by the pastor of the parish. **This scholarship program is not available for kindergarten students.** Scholarships will not be awarded to students:

- When the parents are, in fact, not registered members of the parish.
- When the parents, though able, do not contribute within their financial means to support the parish.
- From a parish that sponsors their own elementary school. This applies to students attending St. Peter Central Catholic Elementary School or the 7<sup>th</sup> or 8<sup>th</sup> grade at a Central Catholic Jr./Sr. High School.

Some pastors may choose to meet personally with parents prior to authorizing the parish scholarship. Parents who are unfamiliar with their pastor's policy and wish to be considered for a parish scholarship have the responsibility to contact their pastor as soon as possible after registering their child/children in a Central Catholic School.

## **CONTACT INFORMATION**

School Id: 08612

**Holy Name CC Jr-Sr HS**

144 Granite Street  
Worcester, MA 01604

508-753-6371

Mr. Edward Reynolds, Headmaster

Mrs. Jackie Norgren, Admissions Director

School Id: 08613

**St. Bernard's CCHS**

45 Harvard Street  
Fitchburg, MA 01420

978-342-3212

Mr. James Conry, Headmaster

Mrs. Nancy Woolfrey, Admissions Director

School Id: 08611

**St. Peter-Marian CC Jr-Sr HS**

781 Grove Street  
Worcester, MA 01605

508-852-5555 High School  
508-438-0954 Junior High

Mr. Matthew Sturgis, Headmaster

Mrs. Sheila Walsh, Admissions Director

School Id: 08614

**St. Peter Central Catholic Elementary School**

865 Main Street  
Worcester, MA 01610

508-791-6496

Mrs. Meg Kursonis, Headmaster

Mrs. Marybeth Soucy, Admissions Director

Ms. Susan M. Saucier, Director of Student Financial Services

**Office of Student Accounts**

Catholic Schools Office  
49 Elm Street  
Worcester, MA 01609  
508-929-4323

**FACTS Management Company: for inquiries regarding tuition agreements**

1-800-624-7092

**FACTS Management Company: for help with enrollment/re-enrollment process**

1-866-441-4637 or email [empHELP@factsmgt.com](mailto:empHELP@factsmgt.com)

**FACTS Tuition Management—Initial Invoice Payments**

Checks for tuition balances in full are made payable to FACTS Management Company  
P.O. Box 2315  
Omaha, NE 68506  
1-800-624-7092

**FACTS Grant & Aid Assessment**

P.O. Box 82524  
Lincoln, NE 68501-2524  
1-866-315-9262  
Fax: 1-866-315-9264