

## **St. Augustine High School Financial Policies**

As a private secondary school, St. Augustine relies on tuition as its major source of operational revenues. Therefore, we are dependent on timely tuition and fees payments from the families we serve and for this reason the school expects its families to adhere to the following financial policies.

Please take the time to familiarize yourself with the policies provided here and on the online tuition agreement. If you have further questions please contact Ricky Franco in the school's Business Office ([rfranco@sahs.org](mailto:rfranco@sahs.org) or 619-282-2184 ext. 5519).

### **How To Pay**

St. Augustine utilizes Smart Tuition Services for the processing of parent account charges, credits, and payments. Smart allows parents multiple payment options and the ability to access account information 24 hours a day/7 days a week. Please read the enclosed sheet titled "St. Augustine High School 2022-23 Tuition and Fees Agreement" to familiarize yourself with payment options and processing. Please note that the tuition amount does not reflect any grants or scholarships. Once your contract is completed, your Smart Tuition account will be updated.

### **Online Tuition Agreement, Registration & Tuition Deposit-Due by March 23, 2022**

Payment of the Registration Fee and Tuition Deposit allows the school to process a schedule of coursework for your son and reserves his place for attending classes in the fall. These payments (\$460.00 total) must be submitted with your tuition agreement when you enroll online with Smart Tuition. All are due by March 23, 2022. The Registration Fee and Deposit are non-refundable.

### **Tuition**

Families may elect one of three methods for tuition payment: prepaid in full, quarterly, or monthly. A family's account must be current (payment of July and August charges) in order for their son to begin classes in the Fall.

Delinquent status during the school year may subject a student to being withheld from taking semester final exams and being withheld from attending classes.

Unless stated otherwise, if a student is to receive tuition assistance, it will be credited on a pro-rata basis according to the selected method of tuition payment.

### **Withdrawals and Refunds**

A student who withdraws or is asked to leave the school must have his account on a current status before the school will release his report card. Should a student leave school during a quarter, tuition for that quarter will be refunded on a pro-rata basis along with any additional tuition on account.

### **General Fee**

The general fee covers costs of most class and ASB activities, retreats, the student yearbook, freshman year outer wear, special tests, and parent club activities. This fee is in addition to the Registration Fee and is charged with the first tuition payment. This fee is non-refundable once the student has attended classes.



# St. Augustine High School

Catholic Education for Young Men Since 1922

2022-2023 TUITION AND FEES AGREEMENT \*This Agreement is to be completed online via MySchoolApp from sahs.org homepage by March 23, 2022\*

## St. Augustine High School 2022-23 Tuition and Fees Schedule

Application Fee (New Students).....	\$50.00	
Registration Fee (due by 3/23/22).....	\$260.00	Tuition balance – 1 payment July..... \$25,010.00
Tuition Deposit (due by 3/23/22).....	\$200.00	
General Fee:		Tuition balance – 4 payments..... \$25,684.00
Seniors.....	\$307.00	(4 payments of \$6,421.00 -July,
Juniors.....	\$302.00	October, January, & <b>March</b> )
Sophomores.....	\$272.00	
Freshman.....	\$315.00	
		Tuition balance – 10 payments..... \$26,040.00
Graduation Fee	\$200.00	(10 payments of \$2,604.00 –July through April)
(Seniors only-due March 2023)		
A.P. Class Fee (Per test- due		
March 2023)	\$100.00	

### GENERAL PAYMENT POLICIES

- The General Fee is due with your first tuition payment in July.
- All non-cash account payments are made directly to Smart Tuition which offers a variety of payment methods for parents to select from. Families have the option to pay either on the 1<sup>st</sup> or 15<sup>th</sup> of the month. \*Once a date is selected the family must maintain that payment date throughout the school year.\*
- After payment of the tuition deposit, annual tuition is due in July, quarterly tuition is due in July, October, January, and **March**, and monthly tuition is due July through April.
- A student is not allowed to attend classes until payment of proper fees and tuition has been received.
- Failure to pay tuition and fees as indicated in your agreement and failure to maintain your account on a current basis may subject your son(s) to being **withheld from final exams which could result in incomplete grades, or dismissal from school.**
- Application, registration, general fees and tuition deposit(s) are non-refundable.
- Advanced Placement (A.P.) class fees are charged in March for each A.P. class a student is enrolled in.
- Your account will be billed at the end of the year for the replacement cost of any school owned equipment (including lab equipment and athletic equipment) that is issued to your son(s) and not returned or returned damaged/in unusable condition.
- All other applicable school charges are due when billed (refer to Student Handbook for complete details).

### GENERAL REFUND POLICIES

- Students who withdraw with advanced tuition on account receive a full tuition refund for weeks not attended. The academic year is comprised of 38 weeks.
- Students who withdraw during the academic year receive a pro-rata refund of tuition based on the number of weeks remaining in the year.
- Refunds normally take one-to-two weeks to process. A withdrawing student must complete a withdrawal form before a refund can be issued. (*Refunds are payable to the individual listed as responsible for payment*)
- Any school property given to a student (uniforms, supplies, etc.) must be returned prior to receiving a refund.