

**St. Patrick School  
Montauk Hwy  
Bay Shore, NY 11706**

## **Tuition Policy**

*“Saint Patrick School is a parish community dedicated to our Catholic faith in which we teach, live and practice our gospel values in our everyday lives. We have created a caring atmosphere of love, respect and support through word, worship, community and service to others. The faculty of St. Patrick School views knowledge as the foundation that fosters the intellectual, social, personal and physical development of all students, nurturing their talents and abilities. It is our belief that each student has the potential to learn, the ability to meet our high standards and expectations and the opportunity to experience success.”- St. Patrick School Philosophy*

St. Patrick School admits students of any and all races and affords all students, regardless of race, all rights, privileges, and opportunities to participate in all programs and activities generally afforded and made available to students at the School. The School does not discriminate on the basis of race in the administration of its education policies, scholarship and loan programs, and athletic and other School-administered programs.

At St. Patrick School, we are committed to the long term growth and improvement of our school. One of the ways we have been seeking to improve is the area of financial stability. The overall expense in providing quality education is surely a major challenge for all Catholic Schools. Over the years, tuition has increased each year at least 3% to help meet increased operating expenses. Tuition represents approximately 66% of the total revenue needed for School expenses. We realize that increases to tuition impacts all our families. This policy has been established to help families familiarize themselves with the School’s policy on tuition payments, fair share, and available resources for tuition assistance.

### **I. Tuition Payments**

In order to meet the operating costs of our school, it is necessary to collect tuition in a timely manner. Families have the option of paying their tuition in one of the following ways:

1. **Full** payment of tuition, via **check or money order**, directly to the Business Office by July 15<sup>th</sup>, with a 3% discount. No discount after July 15<sup>th</sup>. Bills are mailed June 1<sup>st</sup>.
2. **Full** payment of tuition, via MasterCard, VISA or American Express, to the Business Office directly by July 15<sup>th</sup>. No discount is available if paying in full by credit card. Bills are mailed June 1<sup>st</sup>.
3. A **monthly payment option (July-April)** through **FACTS Tuition Payment Plan**. Please note that there is a fee charged, by FACTS, to budget through FACTS. In addition, this option allows for the use of credit cards. FACTS accounts are activated June 1<sup>st</sup>.

If you elect to budget your payments through FACTS, you will authorize a specific payment amount to be paid on a predetermined date each month (5<sup>th</sup> or 20<sup>th</sup>) directly

from your checking account, savings account or credit card. It is important to note that FACTS Management Company and St. Patrick School never have any direct access to your account. The automatic payment process is strictly controlled by banking regulations to be absolutely confidential and limited to what you authorized.

If your family should experience an unexpected financial crisis and be unable to meet the financial payment schedule that you selected, please contact the Business Office- (631) 665-5184, as soon as possible. The FACTS plan is very flexible and can be adjusted if necessary.

If FACTS is unable to collect the tuition payment due to insufficient funds in your account, a second attempt will be made on the next scheduled FACTS date. For example, if you chose the 20<sup>th</sup> as the date to pay your tuition, FACTS will re-attempt on the 5<sup>th</sup>. If again, FACTS is unable to collect payment due to insufficient funds, a third attempt will be made on the 20<sup>th</sup>. If a family's payment is still not made after three consecutive attempts, their account is considered an **"at risk account" and is "in arrears"**. **"At risk accounts"** are handled the following way:

1. A phone call and a letter from the Tuition Committee will be sent, advising of the need to meet with them to set up a revised tuition payment plan, referred to as an acceptable payment plan. This meeting must be set within 5 business days of the call or letter. Failure to comply could result in an immediate transfer of student/students. All payment plans must ensure that tuition is fully paid by June 30<sup>th</sup>.
2. Families who are in arrears in January, during the Re-registration process, will not be able to register until their account is brought current, or an acceptable payment plan has been established.
3. Families who have students in the 8<sup>th</sup> grade will be required to have their tuition balance as well as their graduation fee paid in full, or an acceptable payment plan established, by April 30<sup>th</sup>, in order for their child to participate in Graduation Festivities.
4. Families, who have a balance as of the end of the School year, will not receive their final academic record, i.e. report card, until the balance is paid.

Again, we do understand that emergency situations arise. We need to hear from you immediately, if such a situation occurs.

## II. Fair Share

All Catholics are obliged (under penalty of sin) to support their local parish. Some may mistakenly believe that this obligation is covered by paying St. Patrick School tuition. The reverse is true. The Sunday Mass collections of St. Patrick Parish actually support 20% or more of the educational expenses of every St. Patrick School student. The "fair share" policy of St. Patrick School is offered as a minimum guide to help our families meet their obligation in regard to support of the parish.

For the 2011-2012 School year, the Parish will contribute \$635.00 per student through the parish subsidy for the school. In order for the Parish to maintain this level of support, it is imperative that all families make their "fair share" contribution to the Parish in a recordable manner by using their Sunday envelopes. As recommended by

the School Board and the Finance Council, the following has been adopted as policy concerning Fair Share Support.

1. All families (K-8) registered in the School are expected to register as parishioners with the Parish. You can contact the Rectory at (631) 665-4911 to help you with this process.
2. All families who have registered or will register with the Parish are expected to use their weekly parish collection envelopes on a regular basis. The minimum contribution to the Parish is **\$700.00 per family per calendar year (January-December)**. The Stewardship Office will track this information and provide for billing purposes.
3. Families who chose not to register with the Parish have the option of either :
  - A.** billed an additional \$700.00. This option would not allow for a tax deduction on your annual tax return.
  - or**
  - B.** send in a donation of \$700 to the Parish by June 30<sup>th</sup>. This can be sent to the Business Office, but must be marked “Parish Donation”. This option will allow for a tax deduction on your annual tax return.
4. Families who are registered with the Parish and do not use their weekly parish envelopes or do not meet the minimum contribution for the year of \$700.00 will be billed an additional \$700.00.

Again, in order for the Parish to track contributions, it is extremely important that you utilize your Sunday envelopes. Cash placed in the collection basket cannot be tracked and therefore will not be recorded. Additionally, the use of envelopes allows the Parish to provide an annual report of your contributions.

Families who have additional questions or concerns about “Fair Share” should contact the Business Office at (631) 665-5184.

### **III. Tuition Assistance**

Tuition Assistance is available for families who want to send their children to St. Patrick School, but have limited financial resources and find it difficult to pay the full cost of the tuition. The following programs are available to families based on need.

#### **A. Tomorrow’s Hope Foundation**

*“The mission of Tomorrow’s Hope Foundation is to ensure the excellence as well as the continuance of Catholic Schools on Long Island by increasing awareness and by providing scholarship and program funding for the needs of students and schools.”-Mission Statement, Tomorrow’s Hope Foundation.*

Tomorrow’s Hope Foundation helps families with need based scholarships to help with the cost of Catholic Elementary education.

#### **How to Apply for Assistance:**

Families who wish to be considered for need based scholarships must complete an application. Applications are available in English and Spanish, and can be obtained online at [www.tomorrowshopefoundation.org](http://www.tomorrowshopefoundation.org).

The applications are available in February and must be submitted by **April 1<sup>st</sup>**. The application requires a copy of your current Federal Tax return and a small fee. Your completed application must be returned to the following address:

**Private School Aid Service  
P.O. Box 458025  
Westlake, OH 44145-8025**

**Applications are not to be returned to the School.**

Each student chosen to receive aid will receive anywhere from \$500 to \$2000 for the School year. *These Scholarships are for 1 year only and you must re-apply each year.*

**B. St. Patrick School Assistance**

St. Patrick School has established a Scholarship Assistance Fund to help families who may experience a financial crisis during the year. Like Tomorrow's Hope, assistance is need based and for one year only.

**How to Apply for Assistance:**

Families who wish to be considered for Scholarship Assistance must complete an application. Applications can be obtained online at [www.stpatrickbayshore.org](http://www.stpatrickbayshore.org), Business Office page or by contacting the Business Office-(631) 665-5184.

In order to be considered for assistance, a copy of your last Federal tax return must be submitted along with your completed application. Completed applications should be returned to :

**St. Patrick Church  
Attn. Msgr. Thomas M. Coogan  
9 N. Clinton Avenue  
Bay Shore, NY 11706**

All information obtained for consideration will be kept in the strictest confidence. Assistance is based on information obtained on application. All families who receive assistance through the St. Patrick School Scholarship Assistance are **required to apply for Tomorrow's Hope Scholarship for the following school term.**

Please keep this policy available during the year for reference. We know that unexpected situations can occur. It is important to contact us as soon as possible so that we can help you. The sooner we can respond, the more options we will have to offer.

We realize that families are making financial sacrifices to give their children the gift of a Catholic Education. We appreciate the opportunity to serve your family in the spiritual, academic and social development of your children.