



TUITION POLICY

This policy is effective for the 2024-25 academic school year. All families must use the FACTS Tuition Management for payments.

TUITION CATEGORIES

- **ACTIVE PARISHIONER:** An active parishioner of Our Lady of Lourdes is a registered member of the parish who has a current Stewardship Time, Talent and Treasure form on file and who has faithfully fulfilled their financial Stewardship commitment, will pay the active parishioner rate based on the number of children being enrolled.
- **NON-PARISHIONER:** Our Lady of Lourdes parishioners who do not have a current Stewardship Time, Talent and Treasure forms on file will pay the non-parishioner rate. If you have recently moved from another parish and wish to have your tuition status reviewed, you may provide a letter from your previous parish indicating that you were involved in the giving of Time, Talent and Treasure within 15 days of the date of applying.
- Tuition for all other families is the non-parishioner rate, per child.

K-8 TUITION RATES

Tuition Rates for Active Parishioners

# of Children	K-8 Tuition Rate
1	\$7,050
2	\$10,690
3+	\$14,490

K-8 Tuition Rate for Non- Parishioners (per child) = \$8,620

Application fee, re-enrollment fee, and any applicable FACTS fees will continue to apply.

Payment by Credit Card will incur a 3% additional processing fee.

2024-25 FACTS enrollment fees:

3+ payments= \$55.00

2 payments= \$25.00

Pay in full= \$25.00

It should also be noted that all students, parishioner and non-parishioner, are eligible and encouraged to apply for financial assistance. See Section: Tuition Assistance.

This policy does not apply to the Preschool program.

PAYMENT METHODS

It is the parent's responsibility to establish the FACTS account for the current school year which includes selecting a payment plan and method of payment. No payment will be accepted in-house. NO exceptions.

There should only be one FACTS customer profile per household. Split families who share the cost of tuition, both parents may apply for aid. It is possible for a student to have two separate sets of awards--one for the mother and one for the father.

In the FACTS application, the parent must state their responsibility for tuition, whether a 50/50 split or another agreed upon arrangement. Each parent must submit their own application, in which case the awards will be based on individual financial circumstances. Award amounts are confidential. Each parent is responsible for setting up their individual FACTS customer profile.

- **Full Tuition Payment**
Due August, 2024. This option entitles the responsible party to a 2% discount on tuition. Discount will only apply if total tuition and fees are paid in full by the August, 2024 date.
- **Semi-Annual Payments**
Due August, 2024 and January, 2025.
- **Monthly Payments**
Total tuition and fees are divided into 10 equal payments from August, 2024 through May, 2025 and paid monthly via FACTS. The final payment must be made in May, 2025.

For families of students enrolling in school after August 1, 2024, but before the start of the academic year, the amount of the monthly automatic payment will be the total tuition and fees divided by the number of months remaining though May, 2025.



All tuition must be paid through an account with FACTS- Tuition Management.

If FACTS is unable to process your payment due to insufficient funds, they will assess a \$30 fee. They will make a second attempt in 15 days. If funds are still insufficient, the Parish will assess a \$25 fee. A third attempt will be made in 15 days. If funds are still insufficient at that time, you must contact the Business Manager.

NON-REFUNDABLE RE-ENROLLMENT FEE AND APPLICATION FEE:

A non-refundable Re-enrollment fee is paid during Re-enrollment for current families.

A non-refundable Application fee (\$200 for each student applying) is paid at time of submitting the application.

PARTIAL YEAR ENROLLMENT:

Families are responsible for full payment of tuition for any grading period (s) attended by their child(ren). Grading periods are currently on a quarter basis. Fees, where applicable, are owed for the entire year.

TRANSFERRING STUDENTS

No student with a past due balance with another Catholic parish in the Archdiocese of Louisville will be accepted at Our Lady of Lourdes. If payment has been made, but not posted by the other Catholic school, it is the family's responsibility to contact the previous school to correct the balance.

TUITION ASSISTANCE:

Our Lady of Lourdes Parish works in partnership with the Catholic Education Foundation and the Archdiocese of Louisville to provide tuition assistance for families who desire a Catholic education at the elementary school level. Visit the Catholic Education Foundation website (www.ceflou.org) for more information about the funds provided, application deadlines and to access the tuition assistance application. Confidential applications are processed by FACTS and are made available to all families through the CEF website. Applications must be submitted through the website. Application deadlines are between October and March of the current year for funds in the following year. Awards are based on the calculated need of the family and the funds available to the school through the Archdiocese, Parish and other generous benefactors. Please note, since life is often unpredictable, one should not hesitate to inform the Parish Director of changes to their family circumstances, whenever such may arise during the year. There are usually three rounds of awards with the first round having the most funds available for families.

DELIQUENCY POLICY:

Tuition and fees must be kept current in accordance with the chosen preferred tuition payment plan and paid-in-full by the end of the current school year in order to re-enroll for the following school year, in order to participate in any graduation celebration for an eighth grade student, or in order for Our Lady of Lourdes Parish School to transfer information from our school to another school.

All past due balances need to be paid before beginning the new school year.

Our Lady of Lourdes will take any action as necessary to collect unpaid tuition and fees, and the financially responsible party will be liable for all costs of collection.

Families are encouraged to be proactive in discussing any payment issues directly with the parish FACTS manager.

It shall be the responsibility of each family to keep the Business Manager informed of their need to make any changes in the preferred tuition payment plan. Families who are two months in arrears on either the Semi-Annual or Monthly payment plan, without prior arrangement with the Business Manager, are subject to dismissal of their student (s).



TO CREATE AN ACCOUNT IN FACTS:

For families in enrolled in Sycamore:

On the home page, you will find a Section called School Sites on the right hand side of the page.

In the section is our FACTS link:

FACTS – Tuition Management/CEF | *Top Stories* Section-FACTS- Set up a Payment Plan or Apply for Financial Aid (link) | a dialog box pops up and click our FACTS link | Sign in if you have an account or create an account.

For families who had an account in 2023-24, your account will be available for updates to the 2024-25 school year.

From our Parish community website:

www.ourlourdes.org | Parish School | Admissions & Parent Resources – FACTS Login

This will lead you to Our Lady of Lourdes' FACTS link to set up your account. The link provided is specific to our school. **Reminder: a payment plan has to be chosen** (Credit Card, Checking account, Savings account). **Payment by Credit Card will incur a 3% additional processing fee.**

The Financial Aid link is in FACTS. Applying for aid is optional, but encouraged. Awards are assessed and awarded based on need. Please be aware of the dates to apply for assistance. There are usually three rounds of awards with the first round having the most funds available for families. Deadlines are listed on the FACTS website.