



TUITION POLICY

This policy is effective for the 2025-26 academic school year. All families must use the FACTS Tuition Management website for payments.

TUITION CATEGORIES

Active Registered Parishioner of Our Lady of Lourdes:

An Active Registered Parishioner is a Catholic family, whereby at least one spouse is Catholic, who is registered as a member of Our Lady of Lourdes Church, who is up to date on receiving his or her sacraments, who has a current Stewardship Time, Talent, and Treasure form on file, and has faithfully fulfilled their financial, time, and talent Stewardship commitments. This member will pay the Active Parishioner Tuition Rate based on the number of their children enrolled in K thru 8th grades.

Catholic and Non-Catholic Non-Members of Our Lady of Lourdes:

Non-members are not registered as members of Our Lady of Lourdes Parish or do not have a current Stewardship Time, Talent, and Treasure form on file. They will pay the Non-Parishioner Tuition Rate.

*In order to be eligible for the Active Parishioner rates, parish registration must be active no later than the previous December 1st of the fall semester of enrollment. If you have recently moved from another parish, either locally or from out of town, and wish to have your tuition category status reviewed, you may provide a letter from your previous pastor indicating that you were actively involved in the giving of Time, Talent, and Treasure, at the time of enrollment.

K-8 TUITION RATES

Tuition Rates for Active Parishioners

# of Children	K-8 Tuition Rate
1	\$7,300
2	\$11,000
3+	\$14,600

K-8 Tuition Rate for Non- Member (per child) = \$9,200

Application fee, re-enrollment fee, and any applicable FACTS fees will continue to apply. FACTS Payment by Credit Card will incur a 2.95% additional processing fee.

2025-26 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



All tuition must be paid through a family’s FACTS- Tuition Management account. 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.

- **Full Tuition Payment**

Due August 1, 2025. 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, 2025 date.

- **Semi-Annual Payments**

Due August, 2025 and January, 2026.

- **Monthly Payments**

Total tuition and fees are divided into 10 equal payments from August, 2025 through May, 2026 and paid monthly via FACTS. The final payment must be made in May, 2026.

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.

SHARED TUITION

There should only be one FACTS customer profile per household. Split-families who share the cost of tuition will need to create separate accounts for each family. In these situations, families must also contact the Business Manager regarding this arrangement by May 1st so that tuition amounts are assessed correctly.

In the case of shared tuition, both families who are financially responsible may apply separately for CEF assistance (see: Tuition Assistance). 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.

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 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.

All applications are confidential and are processed by FACTS. Your application will be submitted by you through your FACTS account. Tuition assistance applications submitted between October 15, 2024 and November 30, 2024 will participate in the initial grant funding. Applications submitted by new school families after November 30, 2024 will be accepted and processed in the normal course. For current school families, a smaller amount of tuition assistance may be available for forms submitted after November 30, 2024.

If you have questions about applying, please contact your school or the Catholic Education Foundation.

Past Due Tuition/Fees:

Tuition and fees must be kept current in accordance with the chosen preferred tuition payment plan. Families who are two months in arrears on either the Semi-Annual or Monthly payment plan will receive a letter regarding their past due status and are subject to termination at the end of the current semester or immediate dismissal/withdrawal of their student(s).

Students with outstanding fees or tuition at the end of the school year will not be eligible for re-enrollment and/or participation in graduation ceremonies until past due balances are paid in full. Also, in order for Our Lady of Lourdes Parish School to transfer information from our school to another school, all unpaid fees and tuition must be satisfied.

Our Lady of Lourdes will take any actions necessary to collect unpaid tuitions and fees, and the financially responsible party will be liable for all cost of collection. Families are encouraged to be immediately proactive in discussing any payment issues directly with the Parish Business Manager.



TO CREATE AN ACCOUNT IN FACTS:

For families 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 2024-25, your account will be available for updates to the 2025-26 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 2.95% 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.