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Prepared by: Policy and Planning Committee	
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Title: **Tuition**

Policy: The West Deanery Unified Catholic Schools Board (Board) will establish tuition rates and associated discounts annually. The Board will utilize the Admissions Policy and incorporate the Franciscan Values of Responsible Stewardship, Peace and Justice. The Board's decision will be based on recommendations by the school administrative staffs in order to insure adequate financial resources to provide a comprehensive Catholic educational program at Cardinal Ritter High School, St. Michael–St. Gabriel Archangel School, and St. Anthony School.

The tuition rate must be relevant to the educational value provided while remaining affordable for all families with students admitted to our schools. A fair and uniform assistance program will be administered confidentially by the schools under general Board oversight.

Registered families must be adequately advised of all tuition related processes and procedures and are required to formally acknowledge their tuition obligation and personal commitments. The schools will make consistent and fair efforts to assist families in the timeliness of their tuition payments while reserving the right to refuse continued enrollment if it is determined the tuition obligation will not be achieved.

The Dignity of the Individual will be maintained throughout the entire tuition and collection processes.

Purpose: To insure adequate financial resources are available to provide a comprehensive Catholic educational program at Cardinal Ritter High School, St. Michael–St. Gabriel Archangel School, and St. Anthony School.

Scope: Families and their student(s) Pre-K through 12.

*To assist in the execution of the above policy, The Board and school administration have developed **guidelines** to follow in the setting and administration of tuition and financial aid as noted below:*

Factors to Consider When Establishing Tuition Rates

1. Maintain affordability for all families to attend
2. Provide adequate resources to cover the cost to educate a student
3. Establish a minimum level of tuition that validates a family's financial commitment
4. Tuition rates of CRHS 7th and 8th grades will be equal to tuition rates for SMSG 7th and 8th grades and SAS 7th and 8th grades.

Factors to Consider When Awarding Financial Aid

1. All families, with students who have been admitted to our schools, are eligible for consideration to receive financial aid
2. Some level of commitment (time, talent, treasure) is expected from each family
3. Honest conversations should occur with families on the front-end to ensure they understand the benefits of a Catholic education and the personal sacrifice required to have their student(s) attend our school(s)

Factors to Consider When Managing Delinquent Accounts

1. Our desire is to work with each family and make accommodations to enable them to continue to have their student(s) remain in our school(s)
2. The student(s) should not be embarrassed or ostracized if the family's tuition payment obligation is delinquent
3. If a family is unresponsive and fails to pay their delinquent account, their student(s) may be asked not to return to school after a semester break
4. A small percentage of tuition obligations will go unpaid each year