

Policy Number: B-03	Review Date: March 14, 2016
Original Date: March 6, 2007	Revision Date: May 16, 2016
Effective Date: July 1, 2007	Revision Approval Date: June 7, 2016, February 9, 2021
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Board of Directors Committee Approval Date: Finance Committee December 2006	
Board of Directors Approval Date: March 6, 2007, February 9, 2021	

Title: **West Deanery Unified Catholic Schools (WDUCS) Employee Tuition Discounts**

Policy: A tuition discount of up to 100% will be applied to the tuition charge for all students who are dependents of **full-time** (FT) employees of Cardinal Ritter High School (CRHS), St. Michael-St. Gabriel Archangel School (SMSG), and St. Anthony School (SAS). A tuition discount of 25% will be applied to the tuition for all students who are dependents of **part-time** (PT) employees of CRHS, SMSG, and SAS.

Purpose: To provide consistent guidelines when applying CRHS, SMSG, and SAS employee tuition discounts for different employment conditions and to provide incentives for continued employment of CRHS, SMSG, and SAS.

Scope: All dependents of full-time and part-time employees of WDUCS. Full-time and part-time employee status is determined by Human Resources. This discount may not be combined with any other employee related discount.

Procedure:

1.0 Application

1.1 Tuition discount will be applied or prorated based on start date of the employee.

1.2 Experience level at first day of school will determine discount rate.

2.0 Discount Scale (full-time employees)

- A 25% discount will be applied for the first two (2) years of (FT) employment.
- A 50% discount will be applied after the completion of two (2) years of (FT) employment.
- A 75% discount will be applied after the completion of five (5) years of (FT) employment.
- A 100% discount will be applied after the completion of nine (9) years of (FT) employment.

3.0 Discounts, Scholarships, Financial Aid

3.1 Employee discount will be applied to **base** tuition (excludes individualized student fees) **after** Catholic and/or multi-student discounts have been applied and **before** any type of scholarships. Financial aid will be awarded based on the tuition charge **after** all discounts and scholarships.

Sequence for establishing net tuition and fees:

- Establish base tuition (includes fees assessed for every student)
- Deduct discounts (i.e. Catholic, Multi-student, Archdiocese employee, WDUCS employee)
- Identify and add individualized fees
- Deduct scholarships (i.e. Unfunded, Funded, Tax Credit - SGO, School Choice - Voucher)
- Deduct financial aid

3.2 Credits or reductions in excess of tuition will not be reimbursed or credited to subsequent years.

3.3 CRHS, CRJH, SMSG, and SAS are all considered separate entities when calculating multi-student discount. There is no crossover between the three (3) schools.

4.0 Termination or Reduction of Discount

4.1 The tuition discount will either be discontinued on the termination date of the employee or recalculated when employment status is changed from FT→PT.

4.2 Employees who leave before the end of a school year and have prepaid their tuition will have their tuition prorated from the termination date.