

## VII. Financial

### *Insurance*

Student Accident Insurance coverage is mandatory through the Archdiocese of Portland. The cost is \$5.00 per student and the forms are located in the school office.

### *Tuition*

At registration a "payment option plan" will be available for your choice of payment plan. Tuition payments may be made at the beginning of the year, twice a year, or in 10- or 12-month payments. Payments are due by the 10<sup>th</sup> of each month. A statement will be mailed quarterly to update your account and to make sure all payments have been recorded. If there is a discrepancy in the total amount paid please contact the school office.

### *Tuition Assistance*

If a family cannot, for any reason, pay its fees and/or tuition, the family should contact the principal. Tuition Assistance Applications are available in the spring at the school office for the Archdiocesan and the St. Francis Parish assistance. The pastor and principal shall annually review the need of each family requesting financial aid to determine the distribution of available funds. The deadline for completing these forms is announced in January through the weekly School News Notes.

### *Tuition/Fees – Non-Payment:*

Tuition payments are due as outlined according to payment plans, preferably by the 10<sup>th</sup> of each month. If a family has some unforeseen financial situation arise which would cause payments to be late, special arrangements may be made with the principal. Such an arrangement will be put in writing and signed by both parties. As a courtesy, a phone call will be made to remind the family of a missed payment.

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

- Withhold grade reports;
- Deny a student enrollment for the following school year;

If a family's account is in arrears at the end of the school year, the account maybe turned over to a collection agency.