

OLGC Tuition Policy and Procedures

Our Lady of Good Counsel is a Catholic elementary school that emphasizes religious values and strives for academic excellence. We depend on full and timely payment of tuition to cover the costs associated with offering this educational experience.

Tuition Payment Schedule: The school offers two payment options:

- a) Semi-annual
- b) Monthly – 10 Month Schedule

All payments are due on the first of every month

Payment Period: The period for tuition payment is July 1 and January 1 for the Semi-Annual Schedule and July 1 thru April 1 for the Monthly Payment Plan.

Late Payments: Late Payments are defined as any current month tuition amount that is due but not received in the School Office by the 10th of each month. If the 10th of a month falls on a weekend than the current month tuition payment is due in the School Office by that Monday.

If payment is not received for the current amount of tuition due than a \$10.00 late fee will be charged to the family. A late fee of \$10.00 will be added each month for all unpaid balances. If a family owes more than one month's tuition and makes a payment by the 10th of the month, the family will still incur a late fee of \$10.00 for the unpaid balance.

All tuition accounts must be paid in full by the 10th of each month.

Returned Checks: Families will be charged a \$20.00 fee for checks returned by the bank.

Tuition Statements:

Families with a zero amount due or a credit balance under \$100.00 for tuition will only receive a statement on request.

Tuition Statements will be mailed on the 15th of each month for those families with a balance due.

For those families with a credit balance greater than \$100.00, they will receive a tuition statement quarterly. The quarterly time schedule is September 15th, December 15th, March 15th and June 15th.

Past Due Accounts:

For those accounts that are past due 1 month the family will receive a tuition statement.

For those accounts that are past due 2 months a tuition statement and letter from the Principal will be received by the family.

For those accounts that are past due 3 months a tuition statement and letter from the Pastor will be issued.

For all Past Due Accounts the following will take place:

- Report Cards will not be distributed.
- Students will be excluded from class trips, dances, etc.
- 8th Grade Students will not be permitted to attend closing ceremonies.

SCRIP Credits: Scrip credits are those monies earned for tuition from the purchase of gift cards from the OLG C Scrip Office. Scrip credits will be posted to a family's account on the 5th day of every month. If you wish to know your accumulated Scrip Credits prior to that date either call the Scrip Office at extension 132 or keep your Scrip Receipt at the time of your purchases. The Scrip Receipt indicates credits earned.

Medical Program Credits: Medical Program credits are those monies earned by Nurses who work in the OLG C Medical Program. These credits will be posted to a family's account on the 5th day of every month. If you received a credit, a statement will be sent.

Financial Assistance: Financial Assistance is available for those families who desire a Catholic Education for their child (ren) but whose financial situation makes it difficult to meet tuition obligations.

Financial Aid is granted based on the following criteria:

- Financial Need
- Attendance at Sunday Mass
- Sunday Contributions
- Stewardship
- Participation in the OLG C Scrip Program

The amount of the grant will be determined by the Financial Aid Committee and is based on total funds available, total number of applicants and designated financial need. Forms for financial assistance are available in the School Office.