



TUITION POLICY

Billings Catholic Schools (BCS) is committed to educating a socio-economically diverse student body. Our scholarship program is designed to promote this goal. BCS policies and philosophy attempt to ensure that each family is subject to the same guidelines, and the needs of each family evaluated. Scholarships and grants are provided by the parishes and schools to reduce the cost of our Catholic school education. Each family's circumstances are unique, and the most helpful guideline in deciding whether or not to apply comes from your own knowledge of your family's finances.

TUITION AND STUDENT FEES

| | <u>Grade Level</u> | <u>Tuition</u> | <u>Registration Fee</u> | <u>Technology Fee</u> |
|----------------------------------|--------------------|----------------|-------------------------|-----------------------|
| Saint Francis Catholic School | K – 4th | \$5,895 | \$200 | \$100 |
| Saint Francis Catholic School | 5th – 8th | \$6,350 | \$300 | \$100 |
| Billings Central Catholic School | 9th – 12th | \$9,275 | \$350 | \$100 |

Billings Catholic Schools utilizes SmartTuition to facilitate tuition statements and payments.

The deadline for tuition arrangements is August 1st. If tuition arrangements are not made by the deadline, a late fee of \$40 will be assessed.

There are two options for tuition payment:

- 1) Pay in full by cash, check, or credit card:
 - a. A \$75 tuition benefit is offered if payment in full is received by July 15th
 - b. Payment by credit card requires an additional 2.85% convenience fee if paid via SmartTuition, or a 4% convenience fee if paid through the BCS Business Office
- 2) Monthly payment plan via Smart Tuition:
 - a. Payment plans run from August to May with payments due on the 1st, 15th or 25th of the month, based on a loan agreement bearing an interest rate of 7% annually
 - b. Payments are made directly to Smart Tuition by electronic withdrawal from a checking or savings account or via credit card (2.85% fee will be added by Smart Tuition)
 - c. A \$75 tuition benefit is offered if payment plan arrangements are made by July 15th

No student will be issued a class schedule, assigned to a homeroom, or be allowed to participate in extra-curricular activities or practices until all tuition arrangements are complete.

PAST DUE POLICY

Tuition is due August 1st.

All other Billings Catholic Schools invoices are due on the posted due date.



Before School Starts

Families must have tuition paid or a payment plan in place via Smart Tuition for their student(s) to be placed in a class and/or to receive a class schedule.

Additionally, as of August 1st, a family must have tuition paid or a payment plan in place via Smart Tuition for their students to be eligible for any fall extracurricular activities that begin before school starts.

After School Starts

The following is the Past Due Policy for the Billings Catholic Schools. It applies to all BCS invoices, including but not limited to, tuition, bus, childcare, iPad and fundraising.

| Days Past Due | BCS Admin Office Response | Student(s) Status at BCS |
|---------------|---|---|
| 1-30 days | Monthly email reminder | Good Standing |
| 31-60 days | Monthly email reminder | Good Standing |
| 61-90 days | Written notification sent via certified mail and a phone call to family | Financial Probation |
| 91+ days | Phone call to family | Student will be asked to leave BCS at next semester |

Financial Probation (60+ Days Past Due)

If a family’s account with the Billings Catholic Schools is past due over 60 days, their student(s) are placed on Financial Probation. Students on Financial Probation are ineligible for the following:

- Students will not be permitted to participate in athletic activities
- Students will not be permitted to participate in extra-curricular activities
- Students will not be permitted to participate in extended school, club, or field trips
- Students will not be permitted to pre-register or to return for the following academic year
- Diploma may be withheld

The student will become taken off financial probation once the family has spoken with the business office and arrangements have been made. If the family breaks their arrangement with the business office, they will immediately go back into the level of penalties that were previously enforced until payment is received.



Past Due 90+ Days

If a family is over 150 days, the student(s) will be asked to leave the Billings Catholic School at the next semester or quarter, whichever occurs first.

TUITION DEFAULT

Tuition payments are made by automatic withdrawal from a checking or savings account on either the 1st, 15th or 25th of each month. If funds are not available on the date of the ACH, a \$30 failed ACH fee, and a \$40 late fee, will be assessed. A second withdrawal attempt will be made 10 days after the original payment date.

TUITION REFUND

Refunds of tuition shall be made in a timely manner by semesters. If a student has been enrolled for any part of a semester, no refund shall be made for that semester. A refund shall be made for the remaining semester.

SCHOLARSHIPS

To receive any scholarships, students/families must complete the scholarship application each year. If scholarship applications are not completed and properly submitted by the deadline, full tuition will be assessed. To receive a financial grant, families must complete a Smart Aid application by the deadline. If a SmartAid application has not been submitted and verified by SmartAid, full tuition will be assessed. Tuition arrangements will not be made based on estimates.

FUNDRAISING REQUIREMENT

As a private catholic school, fundraising is an essential element of our success. The annual fundraising commitment for each family is \$495.

Families have the entire school year to raise this amount through the two fundraisers BCS offers, Scrip and Running on Faith. If a family does not raise the entire fundraising amount during the school year, it will be billed on the next school year's tuition bill or will be billed upon the family's graduation or withdrawal from BCS.

TUITION POLICY FOR INTERNATIONAL STUDENTS

Contact BCS Admissions for information related to International Student tuition requirements. International students are not eligible for scholarship assistance.