

# FINANCIAL POLICY AGREEMENT

The Financial Policy Agreement has been established to outline the financial responsibilities of all families attending St. Anthony School. These responsibilities include, but are not limited to: tuition, after-school care, lunch services, athletics, extracurricular activities, and library fees.

This policy will be administered by the office staff of St. Anthony School, with guidance from the School Principal and Pastor of St. Anthony Catholic Church. The effectiveness of this Policy will be reviewed on a regular basis by St. Anthony School Commission and Finance Committee.

Please review, sign, and return a copy of this Financial Policy Agreement to the school office. Every family is required to have a copy of this Agreement on file.

## **TUITION**

In order to enroll a child at St. Anthony School, families must pay a \$75 registration fee, due the beginning of March, and the first month tuition payment (10%), due the beginning of **May**. These amounts and due dates will be provided with the registration packet each family receives in May.

Three options for payment will be available: (1) Families may pay in full by **August 22<sup>nd</sup>**. (2) Families may make two payments a year, half due **August 22<sup>nd</sup>** and the remaining half due **January 20<sup>th</sup>**. (3) Families may pay in monthly installments through Wesbanco. Wesbanco will automatically withdraw from any account that is provided.

Once enrolled, a statement will be provided by the school office outlining the expected monthly payment due.

Families choosing to pay tuition in monthly installments are expected to complete and sign an Automatic Bank Payment Authorization form from Wesbanco by the deadline given to them each year by St. Anthony School. By paying monthly through Wesbanco, you agree and abide to the terms and conditions of the agreement.

St. Anthony School will be notified of any payment that has been declined by Wesbanco (i.e., insufficient funds, account closed, etc.). Upon notification of this from Wesbanco, St. Anthony School will contact the family to make arrangements to bring the account current. A \$20.00 fee will be assessed. Any family wishing to stop their monthly withdrawal must submit a signed "Stop Payment Form", which can be obtained in the school office. There will be a \$10.00 fee assessed each time this request is made.

If contact and/or arrangements cannot be made, the following actions will be taken by St. Anthony School to collect the amount due: (1) The student(s) will not be allowed to participate in school-sponsored extracurricular activities. (2) If accounts become consistently delinquent, and no contact has been established between the family and the school, notification will be sent that the student(s) will not be allowed to return to school until the account is current. (3) All official school records will be withheld. (4) St. Anthony School reserves the right to turn the account over to an attorney for professional collection. If professional collections become necessary, the family will pay any fees related to the services rendered, in addition to their account balance.

Families with past due balances at the time registration is due will not be allowed to register for the upcoming school year until the account is current.

It is expected that families who experience a hardship during the school year and who are unable to stay current with tuition notify St. Anthony School as soon as possible. It is in the best interest of the student(s) and family to keep an open line of communication with St. Anthony School to avoid such harsh actions. There are options available to families who need assistance and ask for it.

### **AFTER-SCHOOL CARE**

A balance statement will be sent home every two weeks. Payment is expected by the due date. If payment is not made by the due date, St. Anthony School will contact the family to make arrangements to bring the account current. If contact and/or arrangements cannot be made, additional action will be taken by St. Anthony School to collect the amount due. Families with past due balances at the end of each month will not be allowed to come back to After-School Care until their account becomes current. To bring this account current you must pay with cash or a cashier's check. A personal check will not be accepted.

Families with past due balances at the time registration is due will not be allowed to register for the upcoming school year until the account is current.

It is expected that families who experience a hardship during the school year and who are unable to stay current with after-school care fees, notify St. Anthony School as soon as possible. It is in the best interest of the student(s) and family to keep an open line of communication with St. Anthony School to avoid such harsh actions. There are options available to families who need assistance and ask for it.

### **LUNCH SERVICE**

Each student at St. Anthony School is given an identification card for lunch services. The card is linked to the family's account. The card is swiped at the time services are rendered and the amount charged is reflected on the account.

Payment can be made toward the account at any time during the school year. Payment should be sent to the school office in an envelope marked "lunch money".

A balance statement will be sent home when the account gets below \$10.00. Payment is expected by the due date. If payment is not made by the due date, St. Anthony School will contact the family to make arrangements to bring the account current. **If contact and/or arrangements cannot be made, St. Anthony School reserves the right to discontinue regular lunch services and students will need to bring sack lunches until their account becomes current.**

It is strongly encouraged that every school family applies for the Free or Reduced Lunch Program. **Everyone** should complete the application provided in the registration packet and return it to St. Anthony School for processing. Students who receive a free or reduced lunch use the same identification card as a student paying full price. This program is strictly confidential.

Families with past due balances at the time registration is due March will not be allowed to register for the upcoming school year until the account is current.

It is expected that families who experience a hardship during the school year and who are unable to stay current with lunch account fees, notify St. Anthony School as soon as possible. It is in the best interest of the student(s) and family to keep an open line of communication with St. Anthony School to avoid such harsh actions. There are options available to families who need assistance and ask for it.

### **ATHLETIC and EXTRACURRICULAR ACTIVITIES**

Fees associated with any St. Anthony School athletic or extracurricular activities, such as team sports, field trips, school theatre, etc. are expected at the time of registration. If balances go unpaid, students will not be allowed to participate in these activities.

Families with past due balances at the time registration is due will not be allowed to register for the upcoming school year until the account is current.

It is expected that families who experience a hardship during the school year and who are unable to stay current with athletic or extracurricular activities fees, notify St. Anthony School as soon as possible. It is in the best interest of the student(s) and family to keep an open line of communication with St. Anthony School to avoid such harsh actions. There are options available to families who need assistance and ask for it.

### **LIBRARY SERVICES**

Students who choose to check out a book(s) from the St. Anthony School Library are expected to return the book(s) by its due date and in the same condition as when it was checked out. Library services will be suspended until the book is returned. A balance statement of fees for non-returned or damaged books will be sent home as needed.

Students are expected to notify the school Librarian if a book has been lost and cannot be returned, as well as explain any damage done to the book. The School Librarian reserves the right to suspend library services for the student for a given time period. Payment for the damaged property will be assessed and restitution will need to be made.

Families with past due balances at the time registration is due, will not be allowed to register for the upcoming school year until the account is current.

It is expected that families who experience a hardship during the school year and who are unable to stay current with library fees, notify St. Anthony School as soon as possible. It is in the best interest of the student(s) and family to keep an open line of communication with St. Anthony School to avoid such harsh actions. There are options available to families who need assistance and ask for it.

**FINANCIAL POLICY AGREEMENT FORM  
2022-2023**

Please sign this Agreement and return this page to the school office no later than July 22, 2022. Please retain a copy of the Financial Agreement Policy for your personal records.

I have read the Financial Policy Agreement and agree to abide by the guidelines set forth herein.

Family Name (please print): \_\_\_\_\_

Parent(s) Signature(s): \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_