

TUITION POLICY

Smart Tuition: The Catholic Schools of Broome County (CSBC) has contracted with Smart Tuition to act as the tuition administrator for our school system.

Current families will have their existing Smart Tuition payment plan rolled forward annually. A family will need to contact Smart Tuition directly to make any changes to their payment plan. You can contact Smart Tuition at 1-888-868-8828.

All families not enrolled previously and families with a student transferring to another building (with no prior history of admission) are required to complete the Smart Tuition Enrollment Agreement online each school year. Instructions for completing this requirement will be made available to all families.

Payment Plans: Payments may be made by check, telephone, web or automatic debit from your checking or savings account. There are three choices of payment plans:

Plan A 1 Payment (August) (No administrative fee)

Plan B 11 Payments (July - May)

Plan C 4 Payments (July, October, January & April)

Discounts & Credits: Credits such as SCRIP and tuition assistance and discounts will be noted on your monthly statement and the amount due will be reduced by the amount of the credit(s).

Fees:

- A \$39 administrative fee applies to Plans B and C (Smart retains this fee)
- A late fee of \$45 will be charged for each late payment
- A fee of \$30 will be applied to your account for each failed auto-debit and each failed check payment. (Please note that your financial institution may also charge you a fee).

Hardships: CSBC understands that from time to time, unexpected hardships occur. We encourage families experiencing hardships to immediately contact the Controller to discuss financial options. All special arrangements are subject to the approval of the CSBC President. The following options may be available:

- An education loan through Your Tuition Solution
- A Promissory Note with Affidavit for Confession of Judgment
- In some unique hardship situations, temporary financial assistance may be available.

Delinquent Accounts - Preschool Only: Your tuition account must remain current. Once an account reaches one month delinquent, your child(ren) can no longer attend until the balance is paid current.

Delinquent Accounts - K-12: An account is delinquent if a payment has not been made by the due date. A late fee of \$45 will be charged for each payment that has not been made by the due date. Unless other arrangements have been made with the CSBC, the following will result for delinquent accounts K-12:

For accounts 60 days past due:

- Access to Rediker's ParentPlus and StudentPlus Portals will be suspended.
- Report cards and transcripts will be withheld
- Student(s) may not participate in extracurricular activities, including athletics.

For accounts 90 days past due:

- Student(s) will be withdrawn
- Account will be turned over to a collection agency

Students may not apply for a future school year unless their account is current.

Seniors must pay all balances in full in order to participate in graduation, receive their diploma and have transcripts or other documents released from the school.

Any family whose account was delinquent more than 60 days, at any time in the prior year, must enroll in the automatic payment plan.

Any family whose payment is returned or denied a second time during the school year must submit subsequent payments by Cashier's Check or the automatic payment plan only.

Pro-rated Tuition and Scholarships:

Tuition and any scholarship received will be pro-rated for students entering school after September 30th

A student who withdraws or is dismissed from school will be charged tuition for the remainder of the month the student leaves school. CSBC will not release transcripts or other student records until all balances have been paid.

If a student is asked to leave from the CSBC, for any reason, all financial aid awarded for the current school year will be forfeited. If actual tuition payments received by CSBC for the student exceeds the amount of tuition due for the period the student was enrolled in school, the difference will be refunded.