

## Tuition and Fees Policy for Holy Trinity School-

**Each family is responsible for meeting its financial obligations** (tuition, fees, grocery gift card, EDC, etc.) in a timely manner according to the Schedule of Fees published for each school year. When a family fails to meet its financial obligations, payments are considered in arrears. The Board of Pastors has directed the school, as necessary, to withhold the August mailing with teacher and class assignments, report cards, diplomas or suspend educational services until all financial obligations have been met.

**School Payments:** Each family is required to set up a family account with FACTS for **automatic bank account withdrawal or credit card charge** of most school fees: registration, tuition, extended day care, lunch bunch, enrichment programs at MC, grocery gift card buyout balances, lunch duty fees, etc. You will be notified by email from FACTS about upcoming charges. Please contact the school office if you have any questions or concerns about payments and/or the FACTS program.

**Continuous Enrollment:** HTS assumes your family/children will be staying at HTS through eighth grade unless you advise the office in writing/ email to the contrary. FACTS will roll over your demographic and banking information (to facilitate ongoing payments) from year to year until graduation or until you tell HTS not to. (Please pay attention to the electronic Weekly Announcements about deadlines for notifying the office about *not* registering for the following year.)

## Schedule of Fees for the 2018-2019 School Year

- **Annual Registration** – fees are payable via automatic withdrawal/charge from your family's FACTS account in early January at a rate of \$125/student for returning families and \$150/student for new families. All registration fees are non-refundable.
- **Tuition Deposit:** The tuition deposit is 10% of the tuition, non-refundable, and processed thru FACTS on May 1st.

**Tuition** – the balance of the tuition is processed by automatic withdrawal/charge thru FACTS based on the payment plan you selected. There are 3 payment plan options:

- Option 1 – payment in full thru FACTS less a 2% cash discount (no service fee). Payments are withdrawn/charged in July. Withdrawals/charges made after July 31<sup>st</sup> are not eligible for the 2% discount.
- Option 2 – two equal payments thru FACTS (no service fee) .The initial withdrawal/charge is in July and the second withdrawal/charge is in December.
- Option 3 – 10 monthly payments through FACTS (annual \$ 38 fee applies). Monthly withdrawals/charges are made from July through April.

(Service Fees and NSF fees will be charged by FACTS based on the FACTS Schedule of Fees.)

- **Extended Day Care** – HTS will bill families based on their participation in the EDC Program; payments are via automatic withdrawal/charge from FACTS.

**In addition, each family must participate in the “Grocery Gift Card Program” and “Lunch Duty Participation Plan”. Specifics are detailed below.**

- **Grocery Gift Card Program** – each family (except 2 Year Olds) must participate in the Grocery Gift Card Program either by purchasing grocery gift cards through HTS or opting to pay a non-refundable buy-out fee. Grocery gift cards are purchased by HTS from local supermarkets (i.e. Acme, Kings, Shop Rite, Stop & Shop, and Wegmans) at a discount and sold at face value. The difference is a significant source of fundraising for the school. The Grocery Gift Card Program will run during the school year from September 15<sup>th</sup> through May 15<sup>th</sup>. If you have any questions about the program, please contact the school office or email [hsa@htisnj.com](mailto:hsa@htisnj.com).

### K-8 Families

- Must purchase \$5,000 in grocery gift cards **or** pay a buy-out rate of \$400 by July 1<sup>st</sup>. Buy-outs received after July 31<sup>st</sup> are \$500.
- At the end of the program, the difference between the required amount of grocery gift cards (\$5000) and the amount of grocery gift cards purchased will be billed at 10% of the difference,

payable by the end of MAY. If the balance due is not received prior to the end of the May, the funds due will be paid via automatic withdrawal/charge from FACTS in June.

Pre-K Only Families ( 2 yr olds are exempt)

- Must purchase \$3,375 in grocery gift cards **or** pay a buy-out rate of \$200 by July 1<sup>st</sup>.
  - At the end of the program, the difference between the required amount of grocery gift cards (\$3375) and the amount of grocery gift cards purchased will be billed at 10% of the difference, payable by the end of May. If the balance due is not received by the end of May, the funds due will be paid via automatic withdrawal/charge from FACTS in June.
- **Lunch Duty Program**- families must participate in the lunch duty program either by working a specified number of lunch duties/year or by opting to pay a non-refundable buy-out fee. Program requirements/fees to be announced in August. Fees will be paid by the end of school. If the balance due is not received by the last day of school, the funds due will be paid via automatic withdrawal/charge from FACTS in July.