

# NOTRE DAME SCHOOLS TUITION POLICY

Effective 1/1/2025

1. Tuition Rates will be announced by February 1
2. Tuition payment plans must be selected on FACTS. You may change your selection each year.
  - An annual discount for tuition paid in full by September 1 of the school year will be announced when voted on by the board of Notre Dame Schools.
3. All families returning to Notre Dame Schools must complete their registration by February 28.
4. All fees must be paid in full by September 1. Fees are all nonrefundable.

## PAST DUE ACCOUNTS:

1. Tuition is considered late if payment is not made by the date designated in your tuition payment plan. Should circumstances arise that may cause delay in payment, the School's finance department must be notified immediately so consideration for an alternate plan can be discussed. The Finance Officer will work with your family to come up with a mutually agreeable arrangement.
2. If you fall behind on one payment, the school will notify you that your payment is delinquent and need to be made. A \$50.00 late fee will be assessed. If you fall behind on two payments, the school will notify you that you have fallen behind again. An Additional \$75.00 late fee will be assessed. You will also be notified that you must bring your account current to avoid disenrollment upon missing a third payment.
3. Once you have fallen behind on a third payment, it will result in your child being removed from the school as of the date you fall behind.
4. Should you be behind at the start of a school year your child will not be able to start school. No checks will be accepted for past due accounts during June or after August 15. You must pay by cash or credit card.
5. In the event that tuition is left unpaid beyond 90 days, the school will refer your account to our collection attorney and you will be responsible for all past due amounts as well as an additional 25% collection related fees.
6. Any graduating student that has financial delinquencies will not be eligible to participate in any Senior privileges.

We realize that circumstances can change which could affect tuition payments. The school must be made aware of any problems regarding unpaid tuition so that an acceptable payment plan can be worked out. The school is committed to working with all families who are experiencing any difficulty.

## TUITION REFUNDS:

If a student leaves during the school year, the school will refund prepaid tuition on a prorated basis. The refund amount will be calculated based on a semester. If you attend one day of a semester you will be considered enrolled for the full semester.

\*\* This policy does not apply to International Students.