



# STELLA MARIS ACADEMY

2802 E 4<sup>th</sup> St, Duluth, MN 55812

LEAD + LOVE + SERVE

## **Stella Maris Academy Tuition Policy 2019/2020**

### **Tuition Payment**

Stella Maris Academy has contracted with Smart Tuition for administering our tuition program. All tuition payments are received and processed through Smart Tuition. Families new to Stella Maris Academy must register with Smart Tuition. Families who had a previously active Smart Tuition account with Stella Maris Academy will retain the same account. All families must select an automatic payment plan. The Business Manager of Stella Maris Academy can answer your questions about Smart Tuition. Tuition can be paid in full or in multiple payments as outlined in the Smart Tuition account.

A Smart Tuition administrative fee is charged to every family. If a family chooses to pay by credit card through Smart Tuition, all such payments are subject to processing fees. These fees are charged by Smart Tuition and are not administered by Stella Maris Academy. There are no additional fees for paying via ACH through Smart Tuition.

### **Community Support Scholarships**

Financial assistance is a confidential agreement between the family and Stella Maris Academy. As such, the family shall not openly discuss or divulge their financial assistance arrangement with others, or risk losing their financial assistance thus making them liable for full tuition and fees for the school year.

### **Late Payments**

All families are responsible for meeting their tuition obligation to Stella Maris Academy on a timely basis. All payments are due on the selected due date. It is the family's responsibility to notify the campus principal or Stella Maris Academy Business Manager if special circumstances arise that make it difficult to meet tuition and other account obligations. Special arrangements and/or adjustments to the family's original payment agreement may sometimes be required. Alternative Financial Arrangements must be made in writing by the family and agreed to by the Stella Maris Academy President prior to implementation.

If payments are not received by the due date, a late fee will be assessed each month until the account is brought up-to-date. In addition to the late fee you may also be responsible for a follow-up fee per month if Smart Tuition's Customer Service Team phones and/or emails you to remind you of the past due balance.

### **Delinquent Payments**

Stella Maris Academy strongly desires that families make every effort to work with the campus principal or Stella Maris Academy Business Manager to resolve tuition delinquency in a timely way. Unless prior arrangements are made with the Stella Maris Academy President, consequences may be imposed if tuition, fees, food service, extended care charges, or any other account with Stella Maris Academy become delinquent.

By way of example, for accounts that are 60 days in arrears, students may be restricted from extracurricular activities or extended day services. For accounts that are more than 120 days in arrears and are not in good standing under an Alternative Financial Arrangement, enrollment may be terminated.

Stella Maris Academy requires that all accounts be in good standing by June 30th to finalize enrollment for the following year.

### **Late Registrations**

Families registering before September 30<sup>th</sup> are subject to full-year tuition rates. Those who register on or after October 1<sup>st</sup> shall have tuition prorated over the number of school days they will be attending according to a formula established by the Administration.

### **Enrollment/Withdrawal Process**

Stella Maris Academy utilizes a continuous re-enrollment process for students K-7. Should a family wish to withdraw from Stella Maris Academy for the following academic year, the family is asked to notify the Stella Maris Academy Admissions Office by June 1st. After June 30<sup>th</sup>, families will incur a financial obligation for the following academic year. All Stella Maris Academy property in the family's possession must be returned to the school at time of withdrawal. Replacement charges may be incurred by the family should the property not be returned.



Stella Maris Academy enters work agreements with faculty and staff and incurs financial obligations for the entirety of the following school year. For Stella Maris Academy to provide for these financial obligations, the parent/guardian assumes a financial obligation for the following academic year after June 30<sup>th</sup>.

To be relieved of financial obligation for the following school year, the parent/guardian must notify the Admissions office by June 30<sup>th</sup> if the student will be withdrawing. For all other withdrawals, one of the following will apply:

- When a family withdraws a student between July 1<sup>st</sup> and the first day of school, the family is responsible for 5% of the following academic year's tuition
- When a family withdraws a student at any point in the school year, tuition must be paid through the current trimester of the withdraw date

Rev. 1/14/19