

**TUITION AND FEE ADMINISTRATION STANDARDS**  
**(Approved by the Board of Directors)**

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When enrollment levels at the Academy are set, a belief exists that a student who enrolls in the Academy will be a student at the Academy for the entire year. These enrollment levels are used in many decisions concerning income and expenses for the year. Therefore, the following norms will apply towards tuition and fees:

- a)** Full year tuition and all fees will be charged to each student account in July each year. An initial invoice will be sent for each student detailing payment methods and options available.
  
- b)** All fees are to be paid prior to or at student registration. Fees need to be paid before a student is allowed to pick up his/her class schedule and books. A tuition payment or enrollment in an approved payment plan is due before the first day of school. Any payment made in excess of the amount of fees to be paid will be considered tuition. A student not making this payment or enrolling in a payment plan agreement will not be permitted to attend classes in the semester until the account deficiency is resolved. Full payment of first semester tuition is due by the first day of January following the end of the first semester. Full payment of second semester tuition must be received by the first day of June following the end of the second semester. Failure to satisfy these requirements by their deadlines will place a hold on the release of all grades and transcripts and deny the student's admission for the semester following the deadline. For graduating seniors, any balance owed to the Academy must be reconciled prior to graduation day. If it is foreseeable by the parent/guardian that a full payment will not be made by any of the above deadlines, the parent/guardian must contact the Academy.
  
- c)** The following methods will be applied for accepting a student after the start of school: if the student enrolls within the first quarter of a school year's beginning, he/she will be charged a full year's tuition. The tuition will then be proportioned at 75% of a full year's tuition for enrollment following the first quarter, 50% for enrollment following the second quarter, and 25% for enrollment following the third quarter.
  
- d)** A refund of tuition only will be granted to students who withdraw within one calendar month from the start of each semester (e.g. one month = August 15 to September 15). The refund granted will be prorated on a per diem basis for the length of enrollment from the first day of the semester. After one calendar month of either semester no refund will be given for that semester's tuition.
  
- e)** If a student is asked to leave for disciplinary reasons, the right to a refund will be forfeited for the semester

**f)** If a student moves due to family circumstances and is unable to attend the Academy due to distance or for any other reason besides dissatisfaction with the school, the tuition paid, or owed if unpaid, will be prorated on a per diem basis for the length of enrollment from the first day of school, and a refund will be granted accordingly.

**g)** In the case of death of a student, a tuition refund will be calculated on a per diem basis for the length of attendance from the first day of school of the semester.

**h)** Fees are non-refundable at anytime, except when the fee is applicable to a specific period of time (graduation, senior retreat, etc.) or is for a class that has not taken place or been paid for elsewhere (Driver's Ed., etc.).

**i)** If a student has a charge on his/her account that is considered a fine (smoking, gum chewing, etc.) or is a charge for lost or damaged Saint Bede property, the tuition refunded will be less the amount of these charges.

**j)** Tuition refunds are given on the amount paid toward the student's account which exceeds the total owed based on the length of student enrollment.

**k)** Any situation not specifically covered under the above guidelines shall be handled at the discretion of the Academy administration.

**l)** Enforcement of the guidelines will be handled between the Superintendent and the office of the Treasurer, neither of whom has full authority to grant clemency in a situation. While extenuating circumstances may come about in certain family situations, enforcement of the Tuition and Fee Administration guidelines will only be suspended with full consent of both the Superintendent and the office of the Treasurer. In lieu of compliance with the guidelines, if suspended, will be a signed agreement between the parent/guardian, the Academy Accounting Supervisor or Treasurer, and the Superintendent detailing terms of payment in full, the length of which will not exceed two years.