PROVIDENCE CATHOLIC HIGH SCHOOL
1800 W. Lincoln Highway • New Lenox, Illinois 60451 • (815) 485-2136 • www.providencecatholic.org

2026-2027 TUITION POLICIES

1. All families must set up a payment plan through FACTS Management. Payments are due on the payment date that was selected when setting up your FACTS tuition account. If payment is not received by the last day of the month, a $20 late fee will be assessed to your account.

2. If a family chooses to pay their tuition in full, a FACTS account must still be established for incidental billing which includes class fees, parking permit, ACT Workshop, dances, Athletic Trainer Fee, etc. Those that are paying in full will receive a $250 discount if payment is received by August 3rd. This $250 discount is not applicable to those receiving aid based on financial need.

3. No student can begin a new semester until their tuition account is current.

4. If a tuition account is two months past due, a letter will be handed to your student excluding him/her from attending school and participating in class until payment is received to bring the account current. This letter of exclusion is handed to your student personally and discreetly from the President's Office and in a way not intended to embarrass your student, but only as a last resort to bring the overdue tuition to your attention.

5. Regarding Prom: the student tuition account must be current for a student to purchase a ticket to Prom and remain current for the student to attend Prom.

6. No student will receive a schedule or be allowed to make schedule changes for the upcoming year if there is an outstanding balance from the current school year until tuition has been paid in full.

7. Any student participating in a school-sponsored trip must have their tuition account current in order to attend.

1. Seniors do not receive caps and gowns for Baccalaureate Mass or Graduation, nor will they receive diplomas or final transcripts, until all obligations have been met, or a satisfactory arrangement has been made.

2. If tuition payment arrangements are not kept by parents, the delinquent amount will be forwarded to the school's attorney for debt collection 30 days after the student's last day of school.

REFUND POLICY

1. Advanced Deposits: Advanced deposits are applied evenly to the tuition balance over a family's selected payment plan. If a student withdraws from PCHS, the deposit is forfeited.

2. Tuition Refunds/Prorated Tuition: Tuition is prorated based on the amount of tuition billed and the number of weeks in the semester the student is enrolled at PCHS. Each semester consists of 18 weeks. This policy also applies to financial aid awards, or discounts received for paying in full. A student is considered enrolled until they have been officially signed out through the Enrollment Office.

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TUITION PAYMENT PLANS

All families are required to establish a payment plan with FACTS Management each year regardless of which payment plan is selected. Your FACTS account is used to view your account and to make or check the status of payment.

PCHS offers a variety of payment plans to accommodate each family's financial needs:

1. Annual (due August 1, *$250 discount applies)
2. Semi Annual (August 1 & January 1)
3. 10-month plans
    a. 15th of each month: July 15 – April 15
    b. 1st of each month: August 1-May 1
    c. 15th & last day of each month: July 15-April 30

    *$250.00 discount does not apply for those that receive aid based on financial need

Once a payment plan is established, no changes can be made until the school has finalized their tuition agreement. If families would like to make a change to their account, they must contact the Tuition Office at least 3 days prior to their next scheduled payment. Families are only allowed to make changes to payment plans once per academic year.

Payments are submitted via an automatic bank draft or credit/debit card online through FACTS Management. There is no charge for payment from a checking/savings account; however, FACTS charges a 3% processing fee on all card transactions. Payments returned by the bank will be assessed a **$25** fee.

Financial Aid is available to families who qualify. Please complete the financial aid form which is available online from FACTS at www.factsmgt.com by March 1st. The amount of financial aid that we can provide to each family is limited.

INCIDENTAL CHARGES

Any other school related fees charged through FACTS are referred to as incidental charges. All incidental charges are invoiced throughout the month and due accordingly regardless of the payment plan selected. You will receive an email notification of incidental charges at least 10 days prior to the withdrawal date. If families need to make a change to the due date, they must contact the Tuition Office at least 3 days prior to the due date.

Incidental charges will automatically be withdrawn from the account on file. If you wish to use a different account or card for incidental charges this change can be made once you have set up your account and the school has finalized your tuition agreement. Any changes in payment information must be made a minimum of 3 days prior to a scheduled payment.

Still have questions? FACTS customer service is available 24/7 at (866) 441-4637. You can also contact the Tuition Office at tuition@providencecatholic.org