



# PROVIDENCE CATHOLIC HIGH SCHOOL

1800 W. Lincoln Highway • New Lenox, Illinois 60451 • (815) 485-2136 • [www.providencethecatholic.org](http://www.providencethecatholic.org)

## 2021-2022 TUITION POLICIES

1. Tuition and fees are billed monthly. Payments are due the first of each month, August through May. Statements are emailed to each family by the fifteenth of every month and are due the first of the following month. If payment is not received by the fifth of the month, a **\$20** late fee will be charged.
2. Payments may be made by signing up for the school's auto debit program or completing the automatic credit card payment form. We accept Visa, MasterCard or Discover card. All payments made by credit card will be assessed a 3% service fee for the total amount charged per month. The auto debit and credit card payment enrollment forms can be found on the tuition page of the school's website. Providence Catholic will gladly accept advanced payments over the summer if this will help a family budget for the school year.
3. Payments returned by the bank marked "Non-Sufficient Funds" will be assessed a **\$30** fee per payment. If the bank returns a second payment, payments may then be made by credit card only.
4. If you do not believe we will receive your tuition payment on time, please contact our Tuition Officer, immediately, at [tuition@providencethecatholic.org](mailto:tuition@providencethecatholic.org) or (815) 717-3176.
5. Financial Aid is available to families who qualify. Please complete the financial aid form which is available online from FACTS at [www.factsmgmt.com](http://www.factsmgmt.com) by March 1<sup>st</sup>. The amount of financial aid that we can provide to each family is limited.
6. **Parents and guardians must understand that if the 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. A letter of exclusion is handed to your student personally and discretely 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.**
7. The student tuition account is viewed as one account, even if two separate parties are splitting the payment.
8. No student can begin a new semester until their tuition account is current.
9. Regarding prom: the student tuition account must be current for a student to purchase a ticket to prom and must continue to be current for the student to attend prom. Payments made the week leading up to prom must be in the form of credit card, cash, a cashier's check or money order.
10. 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.
11. Seniors do not receive caps and gowns for Baccalaureate Mass or Graduation or receive diplomas or final transcripts until all obligations have been met or a satisfactory arrangement has been made.
12. Family accounts which have an unpaid balance one week prior to exams will receive an additional letter explaining that students will not be allowed to receive report cards, or have access to the Student/Parent Portal, until the tuition has been paid in full
13. 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.