

## **Tuition and Fees**

### **Policy**

The largest source of income for Utah Catholic schools is tuition and fees. The establishment of tuition rates for families is a collaboration between the Catholic Schools Office, the school principals, and approved by the Bishop of Salt Lake City. Procedures should be in place for the allocation of tuition assistance. No one person should make decisions regarding exceptions or allocation of assistance alone. The pastor, if applicable, should always be involved/informed.

Tuition contracts are required to be prepared by the school for each family. The contract must include:

- The family's net responsibility for tuition and applicable fees, net of any tuition assistance and/or scholarship awarded to the student.
- A space for the family to commit to payment whether it be paid in full, semiannually, quarterly, monthly, or another approved plan.
- A space that must be signed by the parent or guardian and a copy kept by the school to resolve any possible disputes over tuition and fee charges.

Tuition accounts should be established for each family to include the amount of tuition and fees owed. It is recommended that the principal periodically review the tuition billing information to ensure the correct amounts are being billed to each family.

The school finance office is required to prepare periodic reports of delinquent tuition accounts for the principal and pastor, if applicable, to review. Each school is to establish a policy for the collection of delinquent tuition. These policies should be in writing, all write-offs of uncollectible tuition are subject to principal and or pastor approval.

If a family incurs financial hardship during the school year, the school may work with families by either offering more assistance or adjusting the family's tuition payment schedule. If additional assistance is offered, it must be approved by the school administrator and or pastor.