



# The Roman Catholic Archdiocese of Washington

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## Archdiocesan Elementary School Tuition Policy – Sample Verbiage

### **Sample Policy and Procedures Language:**

- **Tuition Payments:**

*“Tuition Payments may be made annually or semi-annually. Tuition payments can also be made by automatic debit via TADS for up to 10 months. Payments are made on the (Enter Day) of each month. Please Note: If you withdraw your child from enrollment in the school for any reason, tuition is NOT REFUNDABLE.”*

- **Registration Deposits:**

*“A non-refundable payment of (Enter Amount) per student is due at the time of enrollment/re-enrollment and must be received by (Enter Date) to hold your child(ren)’s space for the 2022 – 2023 school year. If the school is not notified by this date, the 1st quarter tuition for the 2022 – 2023 school year will be billed and considered due.”*

- **Withdrawal from School:**

*“Due to financial obligations and agreements with our teachers, the school must be notified by (Enter Date) if your child(ren) is not returning for the 2022 – 2023 school year. If the school is not notified by this date, the 1st quarter tuition for the 2022 – 2023 school year will be billed and considered due.”*  
*“If a student is registered for the 2022 – 2023 school year, but withdraws after (Enter Date) that student’s tuition is due in full.”*

- **Consequences of Late/Non-Payment:**

*“As a new quarter begins, students will not be permitted back to school if tuition is in arrears, and parents have not contacted the pastor/principal. This policy will be strictly enforced and late fees will be applied directly through TADS. (Enter School Name) reserves the right to cancel the registration of any student(s) whose family fails to satisfactorily meet its tuition or fees obligation. Student report cards, results of standardized testing and/or transfer information will not be sent or completed until all accounts and fees are paid in full.”*

- **Financial Aid Resources:**

- **Active Parishioner Grant:**

*“To qualify for the active parishioner grant, a family must be registered in a parish in the Archdiocese of Washington (ADW), must actively participate in the life of the Church, and support the parish by making regular contributions using the family offertory envelope or Faith Direct.”*

- **Sibling Grant:**

*“Sibling discounts are available for families with multiple children enrolled at (Enter School Name).”*

- Alumni Grant:

*“Our alumni are a very important part of (Enter School Name). To say “thank you” for the long-term relationship with them and their families, (Enter School Name) is pleased to offer an alumni discount to those who enroll their children at (Enter School Name).”*