



The Roman Catholic Archdiocese of Washington

Archdiocesan Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782-3447

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Archdiocesan Elementary School Tuition Policy – Instructions

Cost to Educate, per Pupil, per Program:

- Budgeted school expenses divided by the budgeted total enrollment

Tuition Rate/Program:

- Enter a single tuition rate, per program:
 - K-8 Grade Level
 - Pre-K Grade Level (if applicable)

Fees:

- Enter individual school related specific fees, per program:
 - K-8 Grade Level
 - Pre-K Grade Level (if applicable)
- Schools are encouraged to be transparent by outlining the complete fee structure to families in this section.

Description of Fees:

- Include a concise description for each individual school fee, per program:
 - K-8 Grade Level
 - Pre-K Grade Level

Policies and Procedures for Tuition Payments & Grants:

- Schools should include school specific information for families about the following:
 - Tuition Payments:
 - Include information about payment schedules and method of payment
 - Registration Payments/Deposits:
 - Include information about registration deposit due dates and costs
 - Withdrawal Procedures/Notification:
 - Include information about withdrawal procedures to include the date of the required notification to the school and the financial obligation to the family
 - Consequences of Late/Non-Payment:
 - Include information about the financial responsibility due to the family due to late and/or non-tuition payment to the school.

Financial Aid Resources:

- Schools should include all grant and/or parish tuition assistance eligibility information that is available through the school and/or parish in this section:
 - Active Parishioner Grant
 - Sibling grant
 - Alumni grant
 - Tuition assistance