[Tuition Cost Letter – Version I DRAFT]

 [Date]

Dear Parents/Guardians,

As the school year begins, I am writing to thank you for choosing [insert school name] for your child and wanted to share with you details about how our school is funded. We strive to keep our school as affordable as possible and for this reason our tuition is set below the actual cost of your child’s education. The difference between what is paid in tuition and the actual cost is primarily paid by our parish, scholarships, fundraising, and archdiocesan support through tuition assistance. Please find below information about the average cost per student and our tuition rate for our school for the current academic year.

For our school, on average:

|  |  |
| --- | --- |
| Budgeted cost of educating one child (this amount excludes building costs and improvements) | [insert amount] |
| Budgeted tuition revenue per child | [insert amount] |
| Difference between the budgeted cost per student and budgeted tuition revenue per student | [insert amount |

We are committed to working in partnership with you in educating your child in an environment that nurtures his or her faith formation and academic progress. This letter is not a request for a contribution, but simply and effort to be transparent about the costs of financing the operations of our school, particularly are we are in the planning stages for school year 2016-2017. [Insert Customization for schools that are in consultation – identify issue/concern, action items (if applicable) and next steps.]

 Our school is an important part of the educational mission of the Church. We appreciate your support of this important ministry and recognize that families sacrifice to invest in a Catholic education for their child. [Insert customization pertaining to aforementioned next steps].

Sincerely in Christ,

[Name]

[Title]