

## Financial Policies

As you begin to read this page please remember that Cathedral is not only a wonderful school, it is also a business which requires deadlines for payments from you in order to meet its deadlines for paying salaries and other expenses. We will make every effort to work with families who may experience financial hard ship, however the principal and rector have to balance your needs with their fiscal responsibilities. With that having been said, please read carefully the following items:

- \* All fees are non-refundable. The only exceptions to this will be if a parent is transferred out of the area by his/her current employer or loses a job and must relocate. Proof of this may be requested by the principal before a refund will be given.
- \* Tuition accounts will be set up in May/June and will include incidental fees such as SPARC, milk, yearbook, sacramental fees, technology fees, etc.
- \* It is the responsibility of the parents to inform Cathedral School **in writing** if they decide to withdraw a child from the school. At that point we may ask you to complete an exit interview.
- \* Cathedral School has contracted with FACTS for the payments of tuition and fees via bank drafts. All families are required to have an account set up via FACTS. Bank drafts missed due to insufficient funds will be reattempted two weeks later. FACTS will charge you \$25 for each reattempt. If tuition falls one month behind, you will be required to talk with the principal to discuss continued enrollment and make payment arrangements. With difficult accounts, we will request payment be made by cash or money order.
- \* Checks returned to us due to insufficient funds will be immediately re-deposited. We will pass on any fee we may be charged to you.
- \* Report cards and cumulative records will be held until all debts are paid in full to Cathedral School. Debts include monies owed as well as items owed such as library books, athletic uniforms, etc.

It is in your child's best interest to keep the principal and rector aware of any financial difficulties you may be experiencing if these difficulties are keeping you from meeting your financial obligations to Cathedral School. With the increased demand for Catholic education in Wake County, you will be risking losing your child's spot if these obligations are not met.