

## 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 hardship, however the principal and pastor have to balance your needs with our 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.
- Re-registration fee and form will be due in **February**. Tuition deposit and tuition agreement forms will be due in **May**. Failure to turn in these items by the due date will result in your child's name being taken off the upcoming year's roster.
- 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 will ask you to complete an exit interview.
- Cathedral School has contracted with F.A.C.T.S. for the ten payment bank drafts. Bank drafts missed due to insufficient funds will be reattempted two weeks later. F.A.C.T.S. 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 payment arrangements. With difficult accounts, we will request payment be made by cash or money order.
- For those paying tuition in one or two payments, payment is expected no later than five days after the due date. A late charge of \$25 per week will be incurred on all past due tuition.
- 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. If the tuition deposit has been paid, it will be used to pay outstanding debts.

It is in your child's best interest to keep the principal and pastor 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.

The schedule of tuition and fees for this year has been included on the next page.