

**Sacred Heart Catholic Academy of Glendale**  
**84-05 78 Avenue**  
**Glendale, NY 11385**  
**(718) 456-6636**

**2022-2023 Tuition and Fee Agreement**

**Early Childhood Tuition Schedules\***

Nursery	Tuition	Pre-K	Tuition
Full Day	<b>\$0</b>	Full Day	<b>\$0</b>

**\*Nursery & PreK students:** tuition & fees DO NOT apply. Participation in fundraising events is on a voluntary basis.

**\*Sacred Heart Catholic Academy is part of NYC Department of Education Pre-K for All program\***

**K – 8 Tuition Schedules –**

	<b>CATHOLIC</b>	<b>NON CATHOLIC</b>
1 Child	<b>\$5,510</b>	<b>\$6,150</b>
2 Children	<b>\$8,935</b>	<b>\$9,580</b>
3+ Children	<b>\$12,135</b>	<b>\$12,770</b>

**Fees – Per-Student**

Fee Category	Fee	Applies To
Re-Registration	<b>\$150</b>	All returning students – Due when re-registering ( <i>non-refundable</i> )
Registration(New Students)	<b>\$ 200</b>	All <u>New</u> Students – Due when registering ( <i>non-refundable</i> )
General/Activity fee	<b>\$250</b>	All Students <b>K-8</b> – Due 9/15/22
Graduation	<b>\$ 50</b>	<b>Kindergarten</b> Students – Due 4/1/23
Graduation	<b>\$300</b>	<b>8<sup>th</sup> Grade</b> Students – Due 4/1/23

<b>Fundraising</b>	+ Mandatory participation in “Super Raffle”.(\$200) + \$200 K-8 financial obligation for fundraising programs like Prestige, Olympic Days, World’s Finest Chocolate Sale, Lucky Days etc.
<b>Service</b>	+ 12 service hours at any Home Academy event or \$15 per unworked hour.  (Service hours requirement to be revisited based on COVID regulations)

<b>Discounts</b>	\$100 if full payment of tuition and fees are received by June 30, 2022 <b>(K-8 only)</b>  \$200 new family referral. If enrolled, the discount is paid in March 2023.
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**Weekly Envelopes**

While there is no designated amount required by the Church, the parish does rely on your weekly contributions to maintain our beautiful Church and school. Please be as generous as your means allow.

**FAMILY NAME:** \_\_\_\_\_

**NAME OF CHILD (CHILDREN):** \_\_\_\_\_ **Grade**  
 \_\_\_\_\_ **Grade**  
 \_\_\_\_\_ **Grade**

There will be no refund in tuition after June 30, 2022 if you decide not to send your child(ren) to Sacred Heart Catholic Academy in September.

By signing this form I understand and agree to the terms as described above. I confirm that I have read the **Tuition Policy** on the reverse side.

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

**Sacred Heart Catholic Academy of Glendale  
2022-2023 Tuition and Fee Policy**

Sacred Heart Catholic Academy provides two tuition/fee payment options for the academic year; full payment in advance (on or before June 30<sup>th</sup>) or a June through March (10 month) payment plan. There is a \$100 per family discount if tuition and fees are paid in full in advance. (K-8 students only).

Tuition is billed through **FACTS Tuition Services**. Each family will have a **FACTS** tuition account where all tuition and fees bill will be entered by Sacred Heart Catholic Academy. Each family is responsible for setting up their payment setting preferences.

**Tuition and Fee Policy**

Accounts with a balance which is greater than 30 days in arrears will be deemed to be overdue. In this event a letter will be sent to remind families of the amount of their outstanding balance. If all past due balances are not subsequently cleared in a timely fashion, families may be required to meet with representatives of our Tuition Review Board.

We recognize that there may be times when families experience temporary financial difficulties. In these instances we encourage them to contact the Academy immediately and to meet with members of our Tuition Review Board to discuss and resolve the situation.

Absent any prior financial agreement with the Academy, the occurrence of two or more consecutively missed monthly payments may result in the suspension of Morning Drop-Off and After School program privileges as well as additional actions deemed appropriate until all unpaid balances have been satisfied in full. For example, the Academy may choose to withhold report cards, transcripts, diplomas and class trips until all financial obligations have been paid in full.

In addition, no student will be permitted to begin an academic year until all prior outstanding financial obligations have been paid in full.

Sacred Heart Catholic Academy reserves the right to refer my account to their collection agency or attorney for non-payment. In that event, I will be responsible for all collection and/or litigation costs in addition to the tuition/fees.

**Fundraising Obligations**

I agree to the fundraising obligations applicable to my family as stated on the reverse side.

**Refund Policy**

All registration and processing fees are NON REFUNDABLE. If you decide not to send your child to SHCA in the fall, please notify us in writing by no later than June 30, 2022. After that date previously paid tuition will not be refunded.

**Returned Check Fee**

A \$30 charge will be added for checks returned unpaid by your financial institution.

\_\_\_\_\_  
**Parent/Guardian signature**

\_\_\_\_\_  
**Date**