ST. JOAN OF ARC SCHOOL ENROLLMENT AND PAYMENT TIMETABLE

St. Joan of Arc School is at once a family and a business. The family aspect is most visible to you and to the community. Children are loved, respected, cared for, protected and well educated for life. The less visible aspect is the business part: bills, repairs, payments, emergencies… One easy to administer, the other tougher and yet both essential to the smooth operation of our “family business”. To ensure justice for all, the following timetable has been drawn up.

January
SJA Families: Parents are making their 6th current year tuition payment.
Intent to Return Forms for the next school year are sent home to PreK parents prior to the Open House held for new families. The form is completed and returned to school with the non-refundable registration fee to secure a spot for their child. Parents indicate if they need to secure a spot for an additional child.

New Families: Registration fee is paid at Open House or upon enrollment to secure a spot for the upcoming school year. A new student registration packet is provided. Parents complete forms and return them to school. Parents who selected the installment plan must enroll in FACTS Tuition Management.

February
SJA Families: Parents are making their 7th current year tuition payment.
Intent to Return and Payment Preference forms for the next school year are sent home to Grades K-7 parents.

March
SJA Families: Parents are making their 8th current year tuition payment.
Parents complete and return Intent to Return form, Payment Preference form and pay the non-refundable registration fee by March 15th. Parents indicate if they need to secure a spot for an additional child. Parents agree to either pay tuition in full or enroll/re-enroll in FACTS Tuition Management for 11 monthly installments. Parents select electronic withdrawal date of either the 1st, 5th, 20th or last day of the month.

April
SJA Families: Parents are making their 10th current year tuition payment.
The Business Office sends home Re-Registration packets to Grades PreK-7 parents. Parents complete all forms and agree to be financially responsible for tuition costs. Parents who select fundraising buyout and/or volunteer buyout will include fee payment with the forms.

May
SJA Families: Parents are making their 11th and last current year tuition payment. No one may re-register if previous tuition is not paid in full.

June
SJA Families: All re-registration papers are due June 1st. Pay in full tuition payments are due June 1st. FACTS accounts are finalized, and payment schedules are emailed to the financial responsible party.

New Families: All re-registration papers are due June 1st. Pay in full tuition payments are due June 1st. FACTS accounts are finalized, and payment schedules are emailed to the financial responsible party.

July:
All Families: Parents pay the 1st of 11 scheduled monthly FACTS Tuition Management installments. If parents, re-register after July, the installment schedule is compressed resulting in a higher monthly payment.

SJA Families: Families who re-register after July 1st will be invoiced $100.00 K-8 registration fee instead of the original posted fee. PreK families who re-register after July 1st will be invoiced $75.00 instead of the original posted fee.
August
All Families: Parents pay the 2nd tuition installment payment. If enrollment is not complete, the child may not attend SJA School as scheduled.

September
SJA Families: Parents are making their 3rd tuition installment payment.

October
SJA Families: Parents have now made their 4th tuition installment payment.

November
SJA Families: Parents have now made their 5th tuition installment payment.

July-May: If a family has an unresolved FACTS payment/delinquent account, a letter is sent home to the parents from the Business Office with an amount due. If payment is not received at the school as instructed, a letter from the principal is sent home requesting an in-person meeting at the school.