

# **GOOD SHEPHERD SCHOOL**

## **FINANCIAL FEES AND POLICIES, 2009-2010**

Good Shepherd School is a parochial school under the auspices of the Diocese of Harrisburg. The operating funds of the school are derived solely from tuition, fees, a structured parish subsidy, and fundraising efforts of the school families. The tuition and fees are established to meet the projected cost per pupil and assure the financial stability of the school program.

In addition, Good Shepherd School is dependent upon the sustained volunteer involvement of its school families to enhance the efforts of our professional staff. In recognition of the critical role that volunteerism plays in our School, we have formalized these arrangements as detailed below. Our Financial Fees and Policies were effective as of July 1, 2008.

### **Application/Registration Fee:**

Kindergarten through 8th Grade  
\$50 per child (Family maximum of \$100). This fee is not part of the tuition commitment.

### **Annual Tuition Rates for 2009-2010:**

#### **Elementary Grades 1 – 8:**

*Non-Catholic Student:* .....\$4,600.

#### *Catholic Students:*

Full Tuition .....\$3,700.

Fair Share level .....\$2,850.  
(reflects the minimum requested per student)

The Catholic Student rate is for registered members of a Catholic parish and presupposes regular contributions to the Church using parish envelopes.

#### **Kindergarten:**

Full Day non-Catholic Student.....\$4,600.

Full Day Catholic Student.....\$3,100.

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### **Tuition Contract Commitments:**

Should the parents of Catholic students wish to send their children to Good Shepherd School, but not have the financial resources to commit to the Fair Share level, they are required to consult with the School Principal/Pastor on possible financial assistance.

### **Payment of Tuition:**

Good Shepherd School is operated as a faith community, not as a commercial or secular enterprise. It provides an opportunity for the development of faith-based values and for receiving instruction in the teachings of Jesus Christ and the Catholic Church. Consequently, the payment or receipt of tuition may not be considered to establish or create any warranties, covenants, or contractual obligations on the part of the school.

The payment of tuition is a responsibility the parent(s)/guardian(s) assume when they register their student(s) at Good Shepherd School. The school program depends on the timely payment of tuition to cover operating expenses and compensate our teachers. Outstanding tuition debts may be addressed in the following ways:

**(a)** More than one monthly payment in arrears: The student will not receive his/her report card until payments are up to date.

**(b)** No payments or fewer than four (4) monthly payments made during the first semester: The student will not receive grades until payments are up to date.

**(c)** No payments or an outstanding debt prior to the end of the school year: The student will not receive final grades until all financial obligations are paid. Transcripts or records will not be released to other schools. Eighth graders will not receive diplomas.

**(d)** No student will be permitted to begin the next school year until a prior year's financial obligation has been paid in full.

In the case of unusual circumstances, parents may contact the Principal to discuss the possibility of extending payments. Any special financial arrangements should be requested in writing to the Principal.

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Since enrollment provides for an entire year's education, all of the tuition and fees are to be paid per the terms of the commitment agreement. For the convenience of those families who would prefer to pay tuition in a fashion other than one annual payment in advance, we have contracted with Tuition Management Systems (TMS). TMS offers a variety of payment plans, but the election of such an extended plan cannot be misconstrued to suggest that payments correspond to a month-to-month enrollment.

### **Refunds**

The application/registration fee is non-refundable. Tuition is an ANNUAL obligation. Therefore, if withdrawing midyear, tuition is generally not refunded unless withdrawal is for reasons beyond the family's control, e.g. moving out of the area. The decision on a possible refund is at the discretion of the Pastor and School Principal. The unpaid tuition for the balance of the year typically remains an obligation of the family.

### **Fundraising**

Tuition and fees alone do not cover the operating expenses of the Good Shepherd School program. Fundraising is an integral part of the budget. It is also a wonderful opportunity for parents to get involved and help create the community spirit that is a part of Good Shepherd School.

In addition, the Good Shepherd Parish has promoted the availability of grocery and other gift cards. These cards are routinely available in the Parish Hall after most weekend Masses. When school families purchase these cards, they earn a voucher that can be applied to future tuition obligations. These vouchers are reported to Tuition Management Systems (TMS) on a semi-annual (September and February ) basis, and are reflected on the following billing cycle.

In addition to the grocery and other gift card fundraisers, the School Board Development Committee and/or Parent Teacher Organization plan several fundraising events during the year and all families are encouraged to participate in these initiatives.

Adopted July 1, 2008, Revised April 1, 2009

