



St. Gabriel Catholic School
4500 S. Wallace, Chicago, IL 60609
Office: 773.268.6636 FAX: 773.268.2501

<http://www.stgabrielchicago.com/>

TUITION SCHEDULE & FEE POLICY 2023 - 2024

Please sign and return with registration forms

The operation of St. Gabriel Catholic School is primarily tuition driven; therefore, parental commitments to their tuition and fee obligations are crucial to the school's continued operation and vitality. The tuition and fees for St. Gabriel Catholic School are examined and determined annually by the school administration and the Office of Catholic Schools. As it is the responsibility of the Principal to ensure that adequate financial resources are available for the school, tuition is determined each year based upon the funding needed to operate the school. Affordability for families is also a significant consideration.

For this school year, tuition and fee revenues cover approximately seventy-five percent of the school's budgeted operating income. Thus, the additional revenue needed to fund the other twenty-five percent must come through fundraising, donations, and grants.

Listed in this Policy, you will see the 2023-2024 tuition schedule. The archdiocese has raised the teachers' salaries and has directed Catholic Schools to raise the tuition fees by 5%.

The following policies are in effect for tuition and fees:

Fees

All fee balances need to be paid in full on or before July 30th, 2023.

Tuition Payment

There are three basic payment options to make tuition payments. All tuition payments are received and processed through FACTS, a tuition management service. FACTS is the contracted provider of St. Gabriel Catholic school uses for administering its tuition program. The tuition plans are as follows:

1. Monthly Payments – (10 payments) – Monthly payments are due on either the first or fifteenth of the month beginning in August and ending in May.
2. Quarterly Payments (Four Payments) – Quarterly payments are due on or before the 15th of the month beginning in July and continuing in October, January, and ending in April. Administration approval is necessary to use this option.
3. Full Payment (One Payment) – The entire Tuition is paid on or before August 15, 2023.

Late Payments

All families are responsible for satisfying their tuition obligation to St. Gabriel Catholic School on a timely basis. All payments are due on the date as indicated on the FACTS enrollment form. If payments are not received by the due date, a late fee of \$30.00 will be assessed by FACTS.

It's the family's responsibility to notify the principal if special circumstances arise thus making it difficult to meet tuition and fee obligations. Special arrangements and/or adjustments to the family's original payment agreement may sometimes be required. Alternative financial arrangements must be made in writing by the family and agreed to by the principal prior to implementation.

Tuition Delinquency

Unless prior arrangements are made with the principal, the following consequences will be imposed should your tuition account with St. Gabriel Catholic School become one month or more in arrears:

- Student report card will be held in the office.

If accounts are 60 days or greater in arrears, the following actions will be taken:

- Student will be removed or restricted from all extracurricular activities such as class trips, sports or after-school activities.
- School attendance will be interrupted whereby parents/guardians will be required to keep their child(ren) at home until all financial obligations are paid-in-full and tuition and any other financial obligations (fees, athletic fees, fundraising obligations and/or equipment) are made current. Exclusion Days for delinquent accounts will be provided to families individually.

Should a family wish to transfer their child to another school due to financial delinquencies, no official school records will be released until all outstanding financial obligations are satisfied. Furthermore, all textbooks, sports fees or uniforms, and other items belonging to the school must be returned to the school before records are released.

Eighth-Grade Delinquent Tuition and Fees

Eighth-grade students with tuition or fees delinquent after May 15, 2023, will be denied participation in all eighth-grade graduation activities and ceremonies. In addition, volunteer hours and family fundraising obligations for all eighth-grade students must be completed by May 15, 2023, as well.

Registration Fee (per student)

Both New and Returning students will be required to pay a non-refundable registration fee of \$150(new) and \$125(returning). Both New & Returning students must complete and return the registration form to the school office along with the registration fee to reserve your child's spot for the new school year. **If the school does not have the registration form and the payment fee, the student is not considered enrolled. Re-Registration Fees must be paid on or before June 7, 2023.**

Returning student registration fee goes up to \$150 if not paid before June 7, 2023. Parents, guardians, or persons responsible for the payment of tuition are required to sign the form. All fees, including book and material fees, are non-refundable. Registration Fees are non-refundable.

Late Registrations

Families registering between August 25, 2023, and September 15, 2023, are subject to full-year tuition rates. Those who register after September 15, 2022, shall have tuition prorated over the number of school days they will be attending according to a formula established by the Administration.

Fundraising Obligation

As tuition does not cover the full cost to educate a child at St. Gabriel Catholic School, each school family is required to raise **\$500 (one student) \$650 (two or more)** through fundraising initiatives. Families will be invoiced for their full fundraising obligation and any credits earned will be deducted as fundraisers are held. Any balance owed must be paid no later than May 31, 2024.

Volunteer Hours Obligation

All families are required to perform 20 hours of volunteer work for the school. Half of the hours should be served by January 15, 2024, and the remaining hours served by May 31, 2024. Families will be invoiced for volunteer hours not served at a rate of \$20 per hour. **St. Gabriel Catholic School will be strictly enforcing the volunteer bill out for unfilled hours for the 2023 – 2024 school year.**

Refund Policy

For students who withdraw from St. Gabriel Catholic School, tuition refunds will be issued on a monthly basis. If a student withdraws prior to the first day of school, the entire tuition amount paid will be refunded. Tuition is required for any month in which a student is in attendance regardless of the number of days. Refunds will be issued only for those months there was no attendance providing an official request for transfer or withdrawal has been received.

Tuition Assistance & Grant has a limited amount of funding to offer financial aid to qualified students whose families demonstrate financial need. A student/family must be in good academic and disciplinary standing to be considered for assistance. A family's past track record volunteering for the school above and beyond the mandatory 20 hours will also be considered when awarding financial aid. Note: A completed application does not automatically qualify a family for financial aid nor does it guarantee an award will be given.

For the 2023 – 2024 school year, interested families are to complete the online FACTS Grant & Aid Assessment to be considered for financial assistance should any funds be available. Incomplete applications will not be considered for any awards. Please make sure to upload all required and supportive documents to complete the application process. Only Completed applications will be reviewed, applications must be completed by May 31, 2023.

Recipients of Caritas Scholarships, if deemed eligible by the School Principal, must complete a [FACTS Grant & Aid Assessment](#) by May 1, 2023. Failure to complete this application by May 2, 2023, could result in forfeiture of the scholarship.

After a review and evaluation of all applicants is completed, a report will be generated indicating eligibility and allocation award amounts, if any funds are available. If a family is to receive financial assistance, they will be notified by the school as to the terms. All students on a scholarship must maintain a high academic standing in their classroom work and reflect Christian ideals in their behavior.

Note that students/families accounts with past due financial obligations from previous school years will not be considered financial aid should any funds exist, until their account is made current. In addition, if a financial assistance award has been granted to a family, that award may be revoked or will otherwise not be awarded should any tuition and/or fees become past due.

At times financial aid is awarded to families based upon need and available funds. If at any time, it is determined that a family openly discusses with and divulges their financial aid arrangement with another family, said family will have their financial aid completely revoked, thus making them liable for full tuition and fees for the school year.

Carry Over Tuition

If there is a balance of tuition, fundraising obligation and/or volunteer hours from the previous school year, the balance(s) must be paid in full by August 1, 2023, before a student is allowed to participate in the 2023 – 2024 school year.



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2023-2024 TUITION SCHEDULE

K-8 Students	1 child	2 children	3 children	4 children
Tuition	5,880.00	8,890.00	10,700.00	12,500.00
Registration fee New Student	150.00	300.00	450.00	600.00
Registration fee Returning student	125.00	250.00	375.00	600.00
Book/Materials fee	275.00	550.00	825.00	1,100.00
Fundraising obligation	500.00	650.00	650.00	650.00

PreK Student	6,350.00
PreK student with K-8 Sibling	4,775.00
Registration fee-new student	150.00
Registration fee-returning student	125.00
Books/Materials fee	275.00
Fundraising obligation	500.00

**Registration fee for returning students goes up to 150.00 if paid after school enrollment drive*



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AGREEMENT

I, the undersigned, as parent or guardian of a child/children attending St. Gabriel Catholic School, agree that Catholic education is important, and I will assume my responsibility at home and in my parish to set an example of an active faith life. I am in agreement with the rules and regulations of the handbook.

I, also understand my responsibility to finance my children’s Catholic education and agreed to meet the financial obligations stated in this contract. This procedure has been necessitated by the fact that the cost of educating each child is substantially higher than what each family is asked to pay. I further understand that:

1. Curriculum and Book fees must be paid, and the signed contract must be in the school office in order for my child/children to attend any classes.
2. Financial obligations for tuition must be current before a child will be considered for enrollment for the current school year.
3. Tuition payments are due and the 1st day of each month or the 15th day of each month based off the agreement set up. August-May; the last tuition payment is due on May 15, 2024. The first tuition payment must be paid on Smiles and Files Day or before July 31, 2023. Tuition payments made after the last day of the month are subject to a \$30 per month late penalty charge, unless satisfactory arrangements have been made with the principal before the last day of the month. A \$50 charge is imposed for checks returned from the bank for any reason. Future payments will then be required to be paid in cash.
4. If payment or satisfactory arrangements with the principal are not made by the end of each month, your child/children will be subject to exclusion from school and all activities.
5. I have read and understand the Fundraising Obligations and Volunteer Hour Obligations as defined above, and that it must also be fulfilled prior to May 30, 2024.

I understand that failure to fulfill this agreement would jeopardize my child/children placement in school the following year. I agree to be bound by the provision stated above.

Please Sign and return this Agreement Confirmed to the school:

Parent/Guardian

Date Signed

Parent/Guardian

Date Signed

Principal

Date Signed