



SAINT GABRIEL CATHOLIC SCHOOL

4500 South Wallace Street; Chicago, IL 60609

Office: 773.268.6636 FAX: 773.268.2501 www.stgabrielchicago.com

Tuition & Fee Policy: 2025-2026

The operation of Saint 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 school administration and the Office of Catholic Schools examine and determine the tuition and fees annually. As the principal's responsible for ensuring adequate financial resources are available, tuition is determined each year based on the funding needed to operate the school. Affordability for families is also a significant consideration.

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

The following policies are in effect for tuition and fees:

Fees

All fee balances must be paid in full on or before July 30th, 2025.

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. The contracted provider, Saint Gabriel Catholic School, uses FACTS to administer its tuition program. The tuition plans are as follows: [FACTS payment plan link](#)

1. Monthly Payments – (10 payments) – Monthly payments are due on 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 each month, beginning in July and continuing in October, January, and April. Administration approval is necessary to use this option.
3. Full Payment (One Payment)—The entire Tuition must be paid on or before August 15, 2025.

Late Payments

All families are responsible for paying their Saint Gabriel Catholic School tuition on time. All payments are due on the date 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 is the family's responsibility to notify the principal if exceptional circumstances arise, thus making it challenging 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 written by the family and agreed to by the principal before implementation.

Tuition Delinquency

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

- Student report card will be held in the office.

If accounts are 60 days (about 2 months) or greater in arrears, the following actions will be taken:

- Students will be removed or restricted from all extracurricular activities such as class trips, sports, or club activities.
- School attendance will be interrupted, and 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 any 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 9, 2026, 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 9, 2026.

Registration Fee (per student)

New and Returning students must pay a non-refundable registration fee of \$250(new) and \$150(returning). New & Returning students must complete and return the registration form to the school office and the registration fee to reserve your child's spot for the new school year. **The student is not considered enrolled if the school does not have the registration form and the payment fee. Registration Fees must be paid on or before June 13, 2025.** The return student registration fee goes up to \$175 if not paid before June 13, 2025. Parents, guardians, or persons responsible for paying tuition must sign the form. All fees, including book, material, and tech, are non-refundable. Registration Fees are non-refundable.

Late Registrations

Families registering between August 25, 2025, and September 15, 2025, are subject to full-year tuition rates. Those who register after September 15, 2025, shall have tuition prorated over the number of school days they will attend according to a formula established by the Administration.

Fundraising Obligation

As tuition does not cover the full cost of educating a child at Saint Gabriel Catholic School, each school family must raise \$500 (one student) or \$650 (two or more) through fundraising initiatives. Families will be invoiced for their fundraising obligation, and any credits earned will be deducted as fundraisers are held. Any balance owed must be paid no later than May 24, 2026.

Volunteer Hours Obligation

All families are required to perform 20 hours of volunteer work for the school. Half the hours should be served by January 15, 2026, and the remaining by May 24, 2026. Families will be invoiced for volunteer hours not served at a rate of \$20 per hour.

Refund Policy

Tuition refunds will be issued monthly for students who withdraw from Saint Gabriel Catholic School. If a student withdraws before the first day of school, the entire tuition amount paid will be refunded. Tuition is required for any

month a student is in attendance, regardless of the number of days. Refunds will be issued only for those months without attendance, providing an official transfer request or withdrawal has been received.

Tuition Assistance & Grants

Saint Gabriel Catholic School has limited funding to offer financial aid to qualified students whose families demonstrate financial need. To be considered for assistance, a student or family must be in good academic and disciplinary standing. A family's past track record of volunteering for the school 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 2025 – 2026 school year, interested families are to complete the online [FA S Grant & Aid Assessment link](#) to be considered for financial assistance should any funds be available. Incomplete applications will not be considered for any awards. Please upload all required and supporting documents to complete the application process. Only Completed applications will be reviewed, applications must be completed by May 31, 2025.

Recipients of Caritas Scholarships, if deemed eligible by the School Principal, must complete a [FACTS Grant & Aid Assessment](#) by May 31, 2025. Failure to complete this application by May 31, 2025, could result in forfeiture of the scholarship.

After reviewing and evaluating all applicants, a report will be generated indicating eligibility and allocation award amounts if any funds are available. If a family is to receive financial assistance, the school will notify them of 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 and divulges its financial aid arrangement with another family, said family will have its financial aid completely revoked, thus making it liable for full tuition and fees for the school year.

Carry Over Tuition

If a student has a balance of tuition, fundraising obligation, and/or volunteer hours from the previous school year, the balance(s) must be paid by August 1, 2025, before a student can participate in the 2025–2026 school year.



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2024 –2025 Tuition Schedule

K-8 Students	1 Child	2 Children	3 Children	4 Children
Tuition	5880.00	8890.00	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/Supply/ Technology Fee	275.00	550.00	825.00	1,100.00
Fundraising Obligation	500.00	650.00	650.00	650.00
Pre School-Students 1 Student	6,350.00			
Pre School with Sibling in K-8	4,775.00			
Registration Fee New Student	250.00			
Registration Fee Returning Student*	150.00			
Book/Materials Technology Fee	300.00 100.00			
Fundraising One Obligation Two or More	500.00 650.00			

*If paid prior to July 1, 2023



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Agreement

As parent or guardian of a child/children attending Saint Gabriel School, I, the undersigned agree that Catholic education is essential. I will assume my responsibility at home and in my parish example with an act of faith life. I agree with the handbook's rules and regulations.

I also understand my responsibility to finance my children's Catholic education and agree 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 higher than what each family is asked to pay. I further understand that:

1. Curriculum fees must be paid, and the signed contract must be in the school office 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 on the 1st or 15th day of each month based on the agreement set up. August-May: the last tuition payment is due on May 15, 2026. The first tuition payment must be paid on or before August 31, 2025. 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 that Fundraising Obligations and Volunteer Hour Obligations, as defined above, must also be fulfilled before May 24, 2026

I understand that failure to fulfill this agreement would jeopardize my child's 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

