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P-CDOP

**SCHOOL TUITION**

All elementary and secondary schools of the Catholic Diocese of Peoria shall have a tuition structure. Annually, each school is responsible for notifying the Office of Catholic Schools of the amount of tuition established for the year. All schools shall contract with either FACTS or SMART Tuition (Blackbaud), the two diocesan-approved third-party collection companies, for tuition collection.

Revised 7/2018

Reviewed 7/2018, 6/2020, 7/2021, 7/2022

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AR-OCS

**SCHOOL TUITION**

Local schools determine the amount of tuition to be charged. It is recommended that tuition and fees account for 50-60% of total school revenue. It is also recommended that unfunded tuition discounts not exceed 15% of total tuition and fee revenue.

All families shall be enrolled with either FACTS or SMART. If a family makes a one-time payment, then the school should administratively set up the account in FACTS or SMART so that all families/students are included, and the third-party records will serve as the subsidiary tuition ledger. It is recommended that automatic withdrawal, or ACH, be the preferred payment method, with invoicing being done ONLY BY EXCEPTION.

Each school shall include a policy regarding unpaid tuition in their Parent/Student Handbook. It is recommended that the policy include consequences for unpaid tuition and that all prior-year tuition be paid before allowing completion of registration for a new school year. If unpaid tuition balances remain, then any payments received shall be applied to the oldest tuition and fee balance.

Revised 7/2018

Reviewed 6/2020, 7/2021, 7/2022