



SAINT BRIGID OF KILDARE SCHOOL

Seeking Grace and Wisdom

Re-Enrollment & Tuition Policies: Returning Families

Returning Students

A returning family is a family that at the time of re-enrollment has a student attending Saint Brigid of Kildare School in grades preschool through eighth.

Re-Enrollment

Families will receive a commitment email in January of each year. Within seven (7) business days of receipt of the email, a signed commitment letter must be completed online. Families with multiple returning students will submit a single commitment letter, which covers all returning students in that family.

Commitment Deadline

Please note that the deadline for submission of the commitment letter is included in the commitment letter email.

- Families failing to submit a re-enrollment commitment letter by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.
- Families that have forfeited one or more places, but still wish to re-enroll, will be accommodated if space is available. However, a \$50.00 per student late fee will be charged. This fee is nonrefundable and is not credited toward your student's tuition.

Deadline for Selection of Tuition Option

All tuition payments will be processed through the FACTS program. Payment methods include Checking Account ACH or Savings Account ACH.

Payment Options – can be made on the 5th or 20th of the month:

- Lump Sum payment – made in July (No FACTS processing fee)
- Semi-Annual payments – made July and December (\$10 FACTS processing fee)
- Quarterly Payments – made July, October, January, April (\$45 FACTS processing fee)
- 10 Monthly payments – made July-April (\$45 FACTS processing fee)
- 12 monthly payments – made July-June (\$45 FACTS processing fee)

A tuition package will be distributed in April of each year. Please return to the school a re-enrollment FACTS contract.

All FACTS contracts must be submitted to the school office within seven (7) business days of distribution.

- Please note the deadline for submission of the completed FACTS Enrollment Form is printed on the front of the tuition package.
- Families failing to submit the FACTS form by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.
- Families that have forfeited a place, but wish to re-enroll, will be accommodated if space is available. However, the family will be assessed a \$50.00 per student late fee. This fee is nonrefundable and is not credited toward your student's tuition.

Withdrawals

The following policies apply to students who withdraw prior to beginning of the school year:

- If the school is notified of the withdrawal after June 15th, monthly tuition payments made as of the date of withdrawal will be forfeited. (Lump sum, semi-annual, and quarterly tuition payments will be pro-rated based on a 12 month payment plan). All contracts will be subject to one additional forfeiture payment based on your monthly payment plan (or the prorated payment plan).
- If the school principal or the Pastor recommends withdrawal from the school, tuition payments made as the date of withdrawal will be refunded.

The following policies apply to students who withdraw during the school year:

- A withdrawal conference must take place with the school principal or the Pastor.
- Monthly tuition payments made as of the date of withdrawal will be forfeited. (Lump sum, semi-annual, and quarterly tuition payments will be pro-rated based on a 12 month payment plan). All contracts will be subject to one additional forfeiture payment based on your monthly payment plan (or the pro-rated payment plan).
- If the school principal or the Pastor recommends withdrawal from the school, tuition will be pro-rated on a per school day basis.

Questions and Additional Information

Please call the Saint Brigid of Kildare School at 614-718-5825 if you have any questions or would like additional information.