



SAINT BRIGID OF KILDARE SCHOOL

Seeking Grace and Wisdom

Enrollment & Tuition Policies

Returning Students

A returning student is any student currently enrolled in Saint Brigid of Kildare School. Currently enrolled preschool students entering kindergarten also complete a re-enrollment packet. Preschool students whose families are active, registered parishioners are guaranteed enrollment for Kindergarten.

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, along with a \$10 re-enrollment fee per student. Families with multiple returning students will submit a single commitment letter, which covers all re-turning 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. Payments methods include Checking Account ACH or Savings Account ACH.

Payment Options – are processed on the 20th of the month. Options include:

- Full Pay Plan – made in July (\$20 processing fee)
- Semi-Annual payments – made July and December (\$20 FACTS processing fee)
- Quarterly Payments – made July, October, January, April (\$50 FACTS processing fee)
- 10 Monthly payments – made July-April (\$50 FACTS processing fee)
- 12 monthly payments – made July-June (\$50 FACTS processing fee)

Contact Jackie Mack (jmack@stbrigidofkildare.org or (614) 761-3734) for questions related to payment options.

- 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.

Withdrawals

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

- If the school is notified of the withdrawal between June 30th and July 31st, a withdrawal penalty equal to 10% of your total tuition bill will be charged to your FACTS account.
- If the school is notified of the withdrawal between August 1st and the first day of the new academic year, a withdrawal penalty equal to 20% of your total tuition bill will be charged to your FACTS account.
- If the withdrawal is due to special family circumstances (such as moving out of the geographic area, loss of job, change of financial status, etc), once the principal or pastor approves, a withdrawal penalty will not be assessed.

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..
- Once the school principal or the pastor approves the withdrawal from the school, the tuition account will be reconciled based on the number of months partially and/or fully attended. (Example: A student in attendance in August through October 15th will pay for 3 months of tuition)

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.