



## ST. AMBROSE ACADEMY

31 EMPIRE BLVD.  
ROCHESTER, NY 14609  
TEL: 585-288-0580  
FAX: 585-288-2612

### REGISTRATION AND TUITION COLLECTION POLICIES AND PROCEDURES

#### REGISTRATION

Register by April 14, 2022 and receive a \$125 tuition discount and pay a \$75 registration fee. On April 15, 2022 the registration fee increases to \$125 through June 30. On July 1, the fee increases to \$150. Register by February 11, 2021 for three chances to win a \$250 scholarship. Drawings will be held in February, March & April. The registration fee is **non-refundable, nontransferable and** must be submitted for each family to finalize registration.

- All registration checks or money orders must be made payable to **St. Ambrose Academy**.
- Registration fees are **non-refundable and nontransferable**.
- A \$30 fee will be assessed for returned checks.
- All families who enroll students in St. Ambrose Academy will be required to set up an online account with FACTS, **and create a payment plan within five days of registration in order for registration to be complete.**
- After July 31, 2022, the first and current months' tuition (2 months) are due along with the \$150 registration fee at the time of registration.
- The tuition amount will be based on gross tuition at the time of registration. If aid is granted or the family's status changes from non-parish sponsored to parish-sponsored due to receipt of a parish commitment form after the registration is received, tuition will be modified in FACTS to reflect the changes.
- If this is a re-registration, it is understood that final validation for registration and grade placement for the next school year is dependent upon completion of all financial responsibilities for the current/past school year.

**\*Cannot be more than 30 days past due in current year's tuition to register and to qualify for early discounts. All 21-22 tuition must be paid in full by 6/30/22 to retain discounts.**

#### Tuition Payment Plan Options

Annual Payment	First Payment Due on August 1 <sup>st</sup> or 15 <sup>th</sup>
Semi-Annual Equal Payments	First Payment Due on August 1 <sup>st</sup> or 15 <sup>th</sup> , and balance due January 1 <sup>st</sup> or 15 <sup>th</sup>
Ten Monthly Equal Payments	First Payment Due on August 1 <sup>st</sup> or 15 <sup>th</sup>

#### Tuition Collection Policies

- A \$20 late fee will be assessed on late payments.
- A \$30 fee will be charged on returned items.
- Delinquent accounts are referred to a collection agency when all other attempts to obtain payment have failed. In this event, all costs related to the collection and/or legal process could be passed on to the person financially responsible for tuition.
- All tuition must be paid through FACTS Management on-line system.
- Extended Care payments will be charged to and must be paid through a family's FACTS account.

#### Delinquent Accounts

- Families with one payment in arrears will be notified by FACTS, St. Ambrose Academy and/or Peace of Christ Parish Finance Office as being PAST DUE.
- Families with an outstanding tuition balance of two payments in arrears will be notified by St. Ambrose Academy and/or Peace of Christ Parish Finance Office as being SERIOUSLY DELINQUENT. A written notification will be provided to the families. The Principal, Pastor, or Business Office (as appropriate) will be notified of the seriously delinquent status. The notification will alert the family that the student will not be allowed to attend classes.
- Delinquent accounts are referred to a collection agency when all other attempts to obtain payment have failed. Any additional costs related to the collection and/or legal process could be passed on to the person financially responsible for tuition. School records will be withheld until the account is paid in full.