

ENROLLMENT GUIDELINES

- A. It is the policy of the Board of Directors that the account of each family be kept current. The administration is to assure that this policy is carried out.
1. All past-due family accounts will be reviewed and an appropriate collection procedure will be established for each account, as necessary.
 - a. The school reserves the right to withhold grades, transcripts, records or diplomas until any past due account is paid or until satisfactory arrangements have been made.
 - b. The school reserves the right to add fees which may be incurred and the family agrees to pay such fees should collection proceedings be necessary.
 - c. The school reserves the right to refuse admission or continued enrollment mid-year to any student based on payment history.
- B. Families are expected to adhere to the payment dates listed for the payment plan they choose. If they do not, the school reserves the right to change the payment plan for the family to more accurately reflect payment history. Families will choose from the following payment plans and family agrees to pay fees associated with any change that becomes necessary:
1. **Annual:** Payment is due **IN FULL** by 8/1 (prior to the start of school).
 2. **Quarterly:** Four equal installments due in July, October, January and April.
 3. **Bi-Weekly** (must be auto debit from bank account): Tuition will be deducted in equal payments beginning on the second Friday in July and every other Friday thereafter until the end of June.
 4. **Monthly by ACH** (must be auto debit from bank account): Tuition will be deducted in 12 (or 24) equal payments beginning in July (prior to the start of school) and ending in June of the following year. Families can have this deduction made on the 15th or 27th of the month (or both).
- Note: *a \$100 handling fee may be assessed if selected payment plan is not honored.
*a \$25.00 fee will be charged to the family for any payment that gets returned as uncollectible.**
- C. Preference for classes will be given to students according to the date of Tuition Agreement Form completion and Registration Fee(s) payment. Registration fees for current students are \$175 per student with \$300 maximum per family.
- D. Parents/Guardians of students who withdraw during the school year are responsible for the payment of tuition up to the time they withdraw, plus a \$200.00 administrative processing fee.
- E. Parents/Guardians of grade 12 students who qualify for early graduation from Cathedral High School are responsible for full payment of their tuition by graduation time. Also all grade 12 students are responsible for a graduation fee. **Tuition for all seniors must be paid in full or arrangements made before graduation cap and gown can be released to that student.**
- F. Any family of a member parish who completes this form after June 1 for the year the student plans to enroll must have the written verification of the parish in which the family represents active membership.
- G. If the parish in which the family represents membership does not confirm active participation by the family, that family will be responsible for non-member tuition.
- H. Returning families that sign a tuition payment agreement and choose to roll their registration fees into their scheduled tuition payments will be required to pay the full registration fee immediately if enrollment is withdrawn.

