



***Infant of Prague Catholic School  
501 Bordeaux Street  
Jacksonville, NC 28540  
iop@iopschool.com***

**Application Fees:** \$100 per student is required at the time of registration.

**Instructional Fees:** \$450 per student due to the school **NO LATER THAN July 1, 2017**. This fee is allocated to purchase resources used in the classrooms such as books, technology and other curriculum based materials.

**Service Hours:** Parents/guardians of students in grades Pre K 4 Program through Eighth Grade are required to volunteer thirty (30) hours per year through our School Service Program. If a family is unable to volunteer their time and talent equaling thirty hours during the school year, they will be required to provide a monetary contribution equaling \$20.00 for each hour below the required thirty hours.

In addition to the above fees, it is expected that parents/guardians support the fundraising endeavors of Infant of Prague Catholic School.

**ALL FEES ARE NON REFUNDABLE.**

**Tuition Policies** In recognition that advance tuition payment may not be possible in many cases, monthly payments can be made in 10 or 12 monthly installments through the FACTS Tuition Management Program. Ten (10) monthly installments commence in August and continue through May; Twelve (12) monthly installments commence in July and continue through June. There is an annual charge of \$43.00 for families making monthly payments through FACTS. ***All families must enroll in the FACTS program; exceptions must be approved by the Pastor.*** Tuition payments may be pro-rated in the event military transfer orders are presented.

**Tuition Assistance** is given through the Parish Office and awarded prior to the beginning of each school year. Packets are available from the Parish Office; not the School Office. Tuition Assistance is not available for Early Childhood Programs. All packets must be returned to the Parish Business Manager by April 28, 2017 to be considered for the 2017-2018 school year.

**Delinquent Tuition/Fees** It is the policy of Infant of Prague Catholic School to be available to help families through periods of financial distress. Families requiring assistance are expected to communicate with the Business Office prior to the date tuition is due each month and are also required to notify FACTS of the problem to avoid the NSF Fee charged to the account. All fees must be up to date prior to the student(s) first day of school.

***Returning families' accounts (including, tuition, fees and service hours) must be current to register for the 2017-2018 school year.***



## 2017-2018 Tuition Rates

### Parishioner Rates (must be registered and an active member)

Number of Children	10 Monthly Payments (Aug -May)	12 Monthly Payments (July - June)	Family's Yearly Tuition Rate
1 Child	\$485.50	\$404.58	<b>\$4,855.00</b>
2 Children	\$797.00	\$664.17	<b>\$7,970.00</b>
3 or More Children	\$1,145.50	\$954.58	<b>\$11,455.00</b>

### Non Parishioner Rates

Number of Children	10 Monthly Payments (Aug -May)	12 Monthly Payments (July - June)	Family's Yearly Tuition Rate
1 Child	\$606.00	\$505.00	<b>\$6,060.00</b>
2 Children	\$1,015.00	\$854.83	<b>\$10,150.00</b>
3 or More Children	\$1,830.00	\$1,525.00	<b>\$18,300.00</b>

### Pre-Kindergarten Rates

Program	10 Monthly Payments (Aug -May)	12 Monthly Payments (July - June)	Family's Yearly Tuition Rate
Half Day Pre-Kindergarten	\$273.50	\$227.92	<b>\$2,735.00</b>
Whole Day Pre-Kindergarten	\$485.50	\$404.58	<b>\$4,855.00</b>



In preparation for the upcoming school year Infant of Prague Catholic School is using the FACTS Management Program. This program allows families to have a variety of payment options not given in the past including credit card payment.

### **F.A.C.T.S. Enrollment**

- Each family is enrolling in the FACTS program. Enrollment may be made through the FACTS website <https://online.factsmgmt.com>.
- Each Family must be enrolled in the FACTS program by July 1, 2017. Exception to this must be approved by the Pastor.
- Families may choose either a twelve month payment plan that begins July 2017 or a ten month payment plan that begins in August 2017.

### **F.A.C.T.S. Enrollment**

- FACTS, is an automatic debit system that pays tuition directly from the account of your choice. You may choose a checking account, savings account (*unless using Navy Federal*) or credit card\* for your payments to be drafted.
- Families may choose between the 5<sup>th</sup> or the 20<sup>th</sup> of each month to make their payments.
- In recognition of financial hardships, it is the responsibility of the families to contact the Infant of Prague business manager or school bookkeeper five days prior to payment dates in order to avoid the \$30 return payment fee.

\*A credit card transaction fee will be charged each month for this service.



## Tuition Management

FACTS provides flexible payment plan options to families at private and faith-based schools. Families can budget their tuition, making private school more accessible and affordable. Our process is simple, convenient, and secure.

**To set up your payment plan, visit the school's website and click on the FACTS link. Or go to <https://online.factsmgt.com/signin/4CZH7>**

For more information, visit [FACTSmgt.com/payment-plans](https://FACTSmgt.com/payment-plans)

### FACTS Confirmation Notice

Once your information is received and processed by FACTS, you will receive a FACTS Confirmation Notice. This notice will confirm your payment plan information. Please check this information for accuracy, and contact your school or FACTS with any discrepancies.

### Frequently Asked Questions

#### • Is my information secure?

Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit [FACTSmgt.com](https://FACTSmgt.com).

#### • When will my payments be due?

Your payment schedule is set by your school, and your financial institution will decide the time of day your payments are processed.

#### • What happens when my payment falls on a weekend or a holiday?

Your payment will be processed on the next business day.

#### • What happens if a payment is returned?

Returned payments may be subject to a FACTS Returned Payment Fee; watch for a returned payment notice for additional information.

#### • How do I make changes once my agreement is on the FACTS system?

Changes to your address, phone number, email address, or banking information can be made at <https://online.factsmgt.com> or by contacting your school or FACTS. Any changes to payment dates or amounts need to be approved by the school and the school will then need to notify FACTS. All changes must be received by FACTS at least two (2) business days prior to the automatic payment date in order to affect the upcoming payment.

#### • What is the cost to set up a payment plan?

If an enrollment fee is due, the amount of the fee is indicated when setting up your agreement. If applicable, the nonrefundable FACTS enrollment fee will be automatically processed within 14 days of the agreement being posted to the FACTS system.

### FACTS Customer Service

We are committed to doing all we can to provide you with the highest quality customer service in the industry. Whether you want to view your account online or speak with one of our highly trained customer service representatives, FACTS is dedicated to serving you.

To view your payment plan details, login to your FACTS account at [online.factsmgt.com](https://online.factsmgt.com). Customer Care Representatives are also available to assist you 24/7.

For more information, visit [FACTSmgt.com/payment-plans](https://FACTSmgt.com/payment-plans)

