



Tuition Plan 2018/2019

Attached please find the educational fee and the Tuition scales for Nursery, Pre-K For All and K-8 for the 2018-2019 school year at St. Mel's Catholic Academy. For the 18-19 school year, we will be moving to the FACTS tuition management system.

For Catholic tuition rates, you must be registered at St. Mel's Parish. Your family should worship regularly and contribute at least \$6.00 to the weekly collection by way of your envelope. If you need to register with St. Mel's parish you can contact the rectory at 718-886-0201.

Tuition is also formulated based on the expected participation of St. Mel's fundraising. This includes the Catalog Sale, World's Finest Chocolate sale, and Walk-a-Thon. If you choose to opt out of the fundraising, you may pay a \$550.00 fee per family for the year.

Tuition is due by the 3rd of each month. The tuition for the 2018-2019 school year will begin on June 3, 2018 and end of March 3, 2019. Your monthly payment is based on a ten month period. All tuition payment should be paid through FACTS. Four payments are needed by September for students to be admitted to school. Tuition assistance from the Diocese of Brooklyn is available for families having difficulty with payments. See attached forms.

When a delinquency of tuition or fee payment occurs a letter or e-mail will be sent to the parent. If payment is not received a phone call will be made and will result in a parent meeting with a member of the Tuition Assistance Committee. Failure to communicate with the academy and resolve the delinquency through a payment schedule approved by the academy will result in suspension of services for the student.

No student will be permitted to begin an academic year if any portion of the previous year's tuition is delinquent. In addition, for any tuition delinquency, the academy may withhold trimester exams, report cards, transcripts, records and diplomas until all financial obligations are satisfied in full.

In order to fully participate in graduation activities all debts for 8th grade students must be cleared by the first Monday in May. Eighth grade transcripts will not be released to the high school if the financial obligations have not been met.

The academy reserves the right to place severely delinquent accounts in the hands of a collection agency or its attorneys for collection. It is not our desire that any family should incur unnecessary legal fees or suffer further embarrassment or inconvenience in this regard. We, therefore, encourage prompt communication with the academy if there is a problem with tuition payments.