

Tuition and Fees Policy for Holy Trinity School-

Each family is responsible for meeting its financial obligations (tuition, fees, script/grocery gift card program, EDC, etc.) in a timely manner according to the Schedule of Fees published for each school year. When a family fails to meet its financial obligations, payments are considered in arrears. Services may be suspended until all financial obligations have been met.

School Payments: Each family is required to set up a family account with FACTS for **automatic bank account withdrawal or credit card charge** of most school fees: registration, tuition, extended day care, enrichment programs, script/gift card buyout balances, lunch duty fees, etc. You will be notified by email from FACTS about upcoming charges. Please contact the school office if you have any questions or concerns about payments and/or the FACTS program.

Continuous Enrollment: HTS assumes your family/children will be staying at HTS through eighth grade unless you advise the office in writing/ email to the contrary. FACTS will roll over your demographic and banking information (to facilitate ongoing payments) from year to year until graduation or until you tell HTS to stop.

Schedule of Fees for the 2019-2020 School Year

- **Annual Registration** – fees are payable via automatic withdrawal/charge from your family's FACTS account in early January at a rate of \$125/student for returning families and \$150/student for new families. All registration fees are non-refundable.
- **Tuition Deposit:** The tuition deposit is 10% of the tuition, non-refundable, and processed thru FACTS on May 1st.
- Tuition** – the balance of the tuition is processed by automatic withdrawal/charge thru FACTS based on the payment plan you selected. There are 3 payment plan options:
 - Option 1 – payment in full thru FACTS less a 2% cash discount (no service fee). Payments are withdrawn/charged in July. Withdrawals/charges made after July 31st are not eligible for the 2% discount.
 - Option 2 – two equal payments thru FACTS (no service fee) .The initial withdrawal/charge is in July and the second withdrawal/charge is in December.
 - Option 3 – 10 monthly payments through FACTS (annual \$ 38 fee applies). Monthly withdrawals/charges are made from July through April.
- (Service Fees and NSF fees will be charged by FACTS based on the FACTS Schedule of Fees.)
- **Extended Day Care** – HTS will bill families based on their participation in the EDC Program; payments are via automatic withdrawal/charge from FACTS.

In addition, each family must participate in the “Lunch Duty Participation Plan” and the “Script / Gift Card Program.” Specifics are detailed below.

- **Lunch Duty Program-** families must participate in the lunch duty program either by working a specified number of lunch duties/year or by opting to pay a non-refundable buy-out fee. Program requirements/fees to be announced in August. Any unpaid fees or buyouts will be added to your FACTS account for automatic withdrawal/charge.

- **SCRIPT/Gift Card Program: Each family must generate a minimum of \$300/year in revenue to support our school in one of four ways:**

1) Purchase \$3000. of grocery gift cards by April, 2020 from our existing inventory. Please note: we no longer have ShopRite cards and will not be purchasing them.

2) Join the Scrip program and make purchases by April, 2020. There are over 170 stores in the program including Shop Rite. The **rebate amount to the school must total \$300/family/year**. Family and friends can sign up and make purchases on behalf of your family too. **Family BONUS for the 19/20 School year:** If your rebate amount exceeds \$300., 100% of the excess will be credited to your April tuition payment in FACTS. Families who have already completed their tuition payments will receive a check for the excess rebate.

Here is a video that explains the SCRIPT program: <https://youtu.be/WwkeGiRuYVY> .

[Click here](#) for sign up information.

Questions about Script? Please email script@holytrinityschool.org.

3) A direct check for \$300. sent to the school office made payable to Holy Trinity School with "Grocery/Scrip Buyout" (Buyouts are non-refundable.)

4) A combination of all three! As long as your family generates revenue for the school totaling \$300. /year, you will have met your obligation. Please give Scrip a try and help us exceed our goal.

Any unfulfilled script/ gift card obligations (buyouts or buyout balance) will be added to your FACTS account for withdrawal/charge before the end of the school year.