

St. John Villa Academy
Elementary School Financial Guidelines 2010-2011

Please read these guidelines carefully before entering into a Contractual Agreement with St. John Villa Academy as the private educational school you have chosen for your child/children.

1. Registration/re-registration fees are payable to St. John Villa Academy. Tuition payments must be made to the SMART Program in advance of the due date.
2. Fees and 20% of the annual tuition payment are non-refundable with no exceptions. The basis for calculating refunds will be the monthly tuition amount not the number of days in attendance. There is no refund after December 31st. Cancelled checks are official receipts.
3. Re-registration deadline for present students is February 26, 2010.
4. Tuition payment is based on a 11- month plan from March through January. The SMART Program offers several methods of tuition payments (e.g. on line or by phone and offers credit card payments as well).
5. If a student fails to re-register by the February 26th deadline, the tuition in arrears as well as the current amount due is to be paid through the SMART Program.
6. A 2% tuition discount will be applied to all fully paid tuition by June 30th of the current year. Failure to pay said amount by June 30th, 2010 will result in an administrative fee of \$100.00 for change of payment plan.
7. In the event payments made in cash are lost, then parents are responsible for that payment unless a cash receipt is presented to the Bursar.
8. Registration, report cards, student permanent records, and/or diplomas will be withheld until all financial obligations are up-to-date, both

- directly made to St. John Villa Academy and those collected by the SMART Program.
9. There is also a \$25.00 service charge for dishonored checks to SJVA. Dishonored checks will not be re-deposited. Payment in cash is required to clear dishonored check. If this re-occurs, then no personal checks will be accepted. Please refer to the SMART Program brochure for their dishonored check policy.
 10. Please refer all questions regarding payments to the Bursar (Building A) at 447-4150 x 156.
 11. Financial Aid is available only to families with serious financial circumstances and who complete the necessary application form which can be obtained on line at www.nais.org/financialaid/sss . The application must be submitted no later than March 30, 2010. A copy of the prior year's income tax return will be required as proof of income and must be submitted to St. John Villa Academy by March 30, 2010. The application process is required each year for continued participation in the financial aid program.
 12. Students will be permitted to register for the upcoming school year, however acceptance in September is contingent upon prior year's financial obligations being paid in full.