

High 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 fee for grade 9 and all other new students is \$250.00, re- registration fee for grades 10 & 11 is \$100.00 and re-registration fee for grade 12 is \$250.00 (payable to St. John Villa Academy).
2. **Re-registration** deadline for present students is **February 26, 2010**. Tuition payment is based on an 11-month plan from March through January. The SMART Program offers several methods of tuition payments (e.g. on line or by phone).
3. **The first tuition payment is due on Registration Day – March 3, 2010** for incoming students. This tuition payment only is made payable to SJVA.
4. 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. Registration/Re-registration fees and 20% of the annual tuition payment are non-refundable with no exceptions. Cancelled checks are official receipts.
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 30, 2010. Failure to pay said amount by June 30th will result in an administrative fee of \$100.00 for change of payment plan.
7. The final tuition payment for **all** plans must be met by January, 2011.
8. *In the event, payments made in cash are lost, and then parents are responsible for that payment, unless a cash receipt is presented to the Bursar.*
9. To enter class in September, tuition payments must be up-to-date (March through Aug) according to your payment plan or school schedules will not be given.
10. *Refunds for dismissals are pro-rated on a monthly basis except for non-refundable amounts indicated above in #4. There will be no refunds for transfers or dismissals after December 31st.*
11. Registration, report cards, academic records, transcripts, 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.
12. There is also a \$25.00 service charge for dishonored checks to SJVA. In the event that this happens, dishonored checks will not be re-deposited. Payment in cash is required to clear your dishonored check. If by chance this re-occurs, then no personal checks will be accepted. Please refer to the SMART Program brochure for their dishonored check policy.
13. Please refer all questions regarding payments to the Bursar (Building A) at 447-4150 x 156.
14. Financial Aid is available to families in 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. Copy of prior year 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 annually for continued participation in the financial aid process.
15. 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.