

St. John Villa Academy
Elementary School Financial Guidelines 2012 – 2013

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.

- | | |
|--|---|
| <i>Where to Pay</i> | 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 or Late Fees will apply. |
| <i>Non-refundable and Late Enrollment Policy</i> | 2. Fees and 10% 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 31 st . Tuition amount for <i>late enrollment</i> will only be prorated based on full months missed for those students entering the school after October 31 st . Monthly tuition is not prorated by the number of days in attendance. |
| <i>Re-registration – How and When</i> | 3. Re-registration deadline for current students is February 9, 2012. Re-registration fee must be returned to SJVA with the re-registration forms. |
| <i>Payment Plans & Methods</i> | 4. 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 and offers credit card payments as well). |
| <i>Proof of Payment</i> | 5. St. John Villa Academy is not responsible for lost payments that have been made in cash, unless a cash receipt is presented to the Bursar. It is preferable that all tuition payments be made directly to SMART, rather than to the Bursar's Office. Cancelled checks are official receipts. |
| <i>Delinquent Accounts</i> | 6. 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. |
| <i>Returned Checks</i> | 7. There is a \$25.00 service charge for dishonored checks to SJVA. Dishonored checks will not be re-deposited or returned. Payment in cash or money order is required to clear the 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.

Financial Aid

8. A nominal amount of Financial Aid may be 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, 2012. A Copy of the most current income tax return will be required as proof of income and must be submitted with the application. The application process is required annually for continued participation in the financial aid process.

Future Participation

9. Students will be permitted to re-register for the upcoming school year, however acceptance in September is contingent upon prior year's financial obligations being paid in full and academic requirements have been met.

Additional Information

10. Please refer all questions regarding payments to the Bursar (Building A) at (718) 447-4150, extension 156.