

St. John Villa Academy High School Financial Guidelines 2012/2013 Registration

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 new students entering grade 9 is \$250.00, registration fee for new students entering grades 10 and 11 is \$300, and registration fee for new students entering grade 12 is \$450.00. The re-registration fee for students entering grades 10 & 11 is \$200.00 and for grade 12 is \$350.00 (includes graduation fees). All registration fees are payable to St. John Villa Academy.
2. Re-registration deadline for current students is February 9, 2012. Registration fee must be returned to SJVA with the re-registration forms. 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 of 10% (\$795.00), first quarterly of \$1,987.50 or semi-annual payment of \$3,975.00 is due on Registration Day – March 7, 2012 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 or Late Fees will apply. Registration/Re-registration fees and 10% of the annual tuition payment are non-refundable with no exceptions. No refunds will be issued if leaving the school after December 31st except if dismissal is the reason. All financial obligations must be met before school transcripts, class rank, report cards, academic records or a diploma can be processed. Refunds will be held for approximately two weeks before check is issued to allow time for all monies to clear. Bookstore, library and sports fees must be current. Cancelled checks are official receipts. The tuition amount for *late enrollment* will only be prorated based on full months missed for those students entering the school after October 31st. Monthly tuition is not pro-rated by the number of days in attendance.
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.
6. 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.
7. 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 after December 31st.
8. 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.
9. 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 or returned. Payment in cash or money order 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.
10. Please refer all questions regarding payments to the Bursar (Building A) at 447-4150 x 156.
11. 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.
12. 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.