



St. Barnabas School Tuition Policy

Welcome to St. Barnabas School. We are thrilled that your family has chosen to be part of our family. We ask that you take a few minutes to read and familiarize yourself with our tuition policy and procedures. If you have questions, reach out to admissions@barnabasohio.org or the business office finance@barnabasohio.org. You can also call the school office at 330-467-7921.

Our Parish Finance Council develops an annual budget for the school and sets tuition rates based upon projected enrollment. Thus, as parents register their children, and in return for the educational services provided, they enter into a financial contract with our school. We also assign and finalize our binding faculty contracts each April based on our enrollment projections. Therefore, the obligation to pay the tuition and fees is binding.

Parental paid tuition only covers around 70% of the actual price of educating your child. The balance of the cost is covered by state and federal allotments, fundraising and, most importantly, our parishioners who contribute so generously via the weekly offertory. Without their grace, prayers, and financial support, it would be impossible to keep the school operational.

2023/2024 Tuition Information, Plan Options, Rate Tables & Fee Schedule

FACTS

St. Barnabas School contracts with FACTS Management for the software that administers all tuition plans (Preschool – 8th grade) and processes all payments, registration and field trip fees, Extended Day and Wrap Around Care billing plus other school-related expenses. By enrolling at our school, you acknowledge:

- You are **REQUIRED** to enroll in FACTS and select a tuition payment plan option by the due date
- All tuition, fee payments, and other school-related expenses will be made via EFT (Electronic Funds Transfer) from a checking or savings account or by credit card (subject to a standard processing fee, currently 2.85%) directly to FACTS.
- Parents are required to maintain accurate banking information at all times so that payments process on the first attempt
- Checks, cash, and credit card payments are not accepted at the school or parish offices

FACTS Tuition Payment Plan Options

You will receive an electronic invitation to set up your FACTS payment plan and this needs to be completed by the date specified in the email. Several payment plan options are available, but payments are always due on the 15th of the month (unless that date is a weekend or holiday.) Once you select one of the following Payment Plan Options, an exact schedule with payment due dates will be shown on the FACTS screen before you accept the Plan you selected. Note: If you select the ten monthly payments, there is a 3% monthly surcharge added to the tuition total.



PLAN	PAYMENT PLAN DETAILS	EFT DATE(S)
Plan A Annual	One (1) EFT payment of tuition (less any financial aid) and any applicable fees	July 15
Plan B Semi-Annual	Two (2) EFT payments of tuition (less any financial aid) and any applicable fees	July 15 January 15
Plan C Quarterly	Four (4) EFT payments of tuition (less any financial aid) and any applicable fees.	July 15 October 15 January 15 April 15
Plan D Monthly	Ten (10) EFT payments of tuition (less any financial aid) and any applicable fees.	Monthly - Begins July 15 and ends on April 15

Tuition Rate Tables

Grades 1 Through 8 Tuition Rates 2023-2024		Annual Tuition Rate	Parishioner Scholarship Recipient Annual Rate*
Tuition Rate Table	1 Child	\$6,500	\$5,200
	2 Children	\$13,000	\$10,400
	3 Children	\$19,500	\$15,600
	4 Children	\$26,000	\$20,800

***Note: Please see the Tuition Assistance Information page to learn more about applying for the Parishioner Tuition Scholarship**

Kindergarten Tuition Rates 2023-2024		Annual Tuition Rate	Parishioner Scholarship Recipient Annual Rate*
Tuition Rate Table	Per Child	\$6,165	\$4,865

***Note: Please see the Tuition Assistance Information page to learn more about applying for the Parishioner Tuition Scholarship**

Pre-Kindergarten Tuition Rate 2023-2024		Annual Tuition Rate	Parishioner Scholarship Recipient Annual Rate
Tuition Rate Table	Per Child	\$4,985	Not Applicable

Preschool Tuition Rates 2023-2024		Annual Tuition Rate
Tuition Rate Table	Preschool 3 (2, ½ days/week)	\$1,430
	Preschool 4 (3, ½ days/week)	\$1,855

Fee Schedule

Non-Refundable Fees	
\$175	1st – 8th-grade annual Registration Fee per student
\$200	Application Fee per new student and any incoming Kindergarten student
\$175	Pre-Kindergarten, Preschool 3’s and 4’s Registration Fee per student
\$150	Late Enrollment Fee per student, assessed for current student re-registration after March 20
\$50	Late Fee assessed per student, per month, for tuition and/or fees not paid on time
\$35	NSF (Non-Sufficient Funds) fee payable to FACTS for returned checks or rejected ACH/EFT transactions

Re-Enrollment

All current students will be automatically re-enrolled for the following academic year on January 31. Registration fees will be posted to FACTS accounts with a payment due date of March 30, 2023. For the 2023/2024 school year, if you choose to not re-enroll your child(ren), you must notify the Admissions Department at admissions@barnabasohio.org no later than **March 17, 2023**. Should you choose to opt-out of re-enrollment by this deadline and then choose to opt back in at a later date, you will be subject to the \$150 Late Enrollment Fee per child.

Delinquent Tuition Policy

In order to provide a quality Catholic education to our students at an affordable cost and to ensure the financial stability of our school, the expectation is that all tuition payments are made on time and according to the selected payment plan. For this reason, the following policy adopted by Parish Pastoral Council and Parish Finance Council will be adhered to for the management of delinquent tuition.

A \$50 late payment fee will be automatically assessed each month on payments not received by the due date. In addition, the Parish may, at its sole option and discretion, enforce any or all of the following actions:

- Students whose tuition accounts are not current on July 31st will not be permitted to begin classes for the new school year.
- Students whose tuition accounts are not current as of December 31st will not be permitted to begin classes for the second semester.
- Students whose tuition accounts are not current at re-registration will not be permitted to register for the following academic year.
- Diplomas and transcripts will be withheld and the privilege of participating in the commencement ceremony may be denied for graduating 8th graders until all tuition and other financial responsibilities are completed.
- Families selecting single or two-semester payment options who do not pay on time will automatically be converted to the monthly payment plan option.
- Instances of returned payments (NSF) will be assessed a fee of \$35 by FACTS for each occurrence
- Students whose tuition accounts are not current may be prevented from attending school and/or participating in school activities, i.e., CYO athletics, school clubs and extracurricular activities, holiday programs, etc.
- Note: Parents may request one payment date change per year. If you have an issue and know that a payment will not be able to be processed on the due date, please send an email to finance@barnabasohio.org a minimum of four business days prior to the due date explaining your situation and how we can help. Banking regulations prohibit us from making payment due date adjustments less than two business days out.

Tuition Refund/Withdrawal Fee Schedule

Withdrawal Date	Refund/Fees
July 15 - First day of school	Full refund less \$250 withdrawal fee per child
Second day of school - September 30	Full refund less \$750 withdrawal fee per child
October 1 - December 30	Family liable for 50% of annual tuition plus \$250 withdrawal fee per child
January 1st - End of School	Family liable for 75%-100% of tuition (based on withdrawal date) plus \$250 withdrawal fee per child

Cafeteria Pre-Pay Accounts

Parents of pre-kindergarten through eighth grade students manage cafeteria funds via their family FACTS account portal. If you would like your child to purchase a nutritious and delicious lunch or buy a la carte items to supplement what was brought from home, he/she will need to have funds available on their account as our cafeteria is cashless. The lunch accounts are treated like a bank debit card, in other words, they should always maintain a positive balance. Every Sunday, FACTS automatically sends an email reminder if your account is getting low or if it is in a negative balance situation. Please respond by promptly logging in to your family portal and depositing a sufficient amount to cover any delinquent balance, if appropriate, and adding funds for near term needs. Accounts with a negative balance exceeding \$40, will be subject to a weekly \$15 overdraft fee billed to the family incidentals account. Parents can also log in at any time to see what items their child has been charging. Gentle reminder... the cafeteria staff cannot put limits on or monitor what students buy. Please have a conversation with your child regarding what and how much they are permitted to purchase.

Funds remaining at the end of the academic calendar are automatically rolled over to the following school year. If a graduating student has funds remaining, the balance will either be added to a younger sibling account, if applicable, or refunded via check if the balance is over \$10. Any accounts with credits of less than \$10 will have the monies transferred to our Lunch Account Assistance Fund to help students in need.

Field Trips

All field trips are billed through your child's FACTS account in advance of the adventure. Charges are determined based on total costs (transportation, tickets, meals, etc.) divided by the number of anticipated students attending. If you know your child will not be in school on a future day when a field trip is scheduled, (think planned vacation) please email the teacher as soon as possible so your account is not billed. Once your account has been billed and payment received, as we have already paid the vendors in advance, there are no refunds available even if your child is home sick from school.



St. Barnabas School Tuition Policy Acknowledgment & Acceptance

Parent
Initials

	I/We have read and agree to abide by all terms and policies outlined in the St. Barnabas School Tuition Policy.
	I/We further acknowledge and agree to the terms of the Delinquent Tuition Policy within the St. Barnabas School Tuition Policy. I/We acknowledge that in the event of delinquent tuition, additional fees may be assessed, my child may not be permitted to attend school or school activities. Diplomas, report cards and transcripts may be withheld until any and all financial obligations have been satisfied.
	In the event my child transfers to another school, I/We acknowledge and agree that transcripts will not be provided to that school until any and all financial obligations under this tuition contract have been satisfied.
	I/We acknowledge that the Tuition Policy may be changed and/or modified in whole or in part, during the school year. The Administration will notify all parents of any changes to the Tuition Policy. The Tuition Policy, in the latest version, is applicable to all families upon implementation of any changes and is available on the St. Barnabas School website and through this portal.

Parent
Initials

	FACTS Tuition Management Company Acknowledgement and Acceptance
	I/We acknowledge and agree to enroll with FACTS Management Company. This includes the selection of a payment plan option each year of enrollment and the payment of tuition and other school-related expenses (field trips, Extended Day, etc.) directly to FACTS via EFT (Electronic Funds Transfer).
	I/We further acknowledge that checks, cash and/or credit card payments for tuition, field trips and/or Extended Day expenses are not accepted at the school or parish business office.

Parent/Guardian Name	Parent/Guardian Signature	Date
Parent/Guardian Name	Parent/Guardian Signature	Date



Tuition Assistance Information

St. Barnabas Catholic School's mission is to provide academic excellence and faith formation to our students. We make a concerted effort to keep our tuition affordable and competitive while offering an academically challenging curriculum with a wide variety of co-curricular activities.

We believe that a quality Catholic education should be available to all who seek it. Tuition assistance is often available for those families that qualify. Tuition assistance does not require any re-payment. It is a reduction based solely on financial need.

Types of assistance through the Diocese and Parish:

- 1. Parishioner Tuition Scholarship:** New for the 2023-2024 school year, St. Barnabas is offering a parishioner tuition scholarship program for students in kindergarten – 8th grade. Registered, active members of St. Barnabas Church, Our Lady of Guadalupe Church, SS. Cosmas and Damian Parish, Mother of Sorrows Church or other surrounding parishes may apply for a \$1,300 per student scholarship. **Deadline for application is March 1, 2023.** [Apply here for Parishioner Tuition Scholarship.](#)
- 2. St. Barnabas School Endowment Scholarships:** Through the generous support of the St. Barnabas Endowment Fund, our school is pleased to offer a variety of need and merit-based scholarships for students entering grades kindergarten through 8th grade. **Deadline for application is March 1, 2023.** [Apply here for St. Barnabas School Endowment Scholarships.](#)
- 3. St. Barnabas Angel Scholarship:** New for the 2023-2024 school year, The Catholic Community Foundation has established The Angel Scholarship Fund to support the schools and students in the Diocese of Cleveland. Families will need to apply for Diocesan Tuition Aid and fill out a separate Angel Scholarship Fund application. Grants are allocated based on the amount of funds available and priority is given to families whose income is at or below 300% of the federal poverty level. Your family does not need to be registered parishioners of St. Barnabas Parish to receive this grant. **Deadline for application is September 1, 2023.** [Apply here for St. Barnabas Angel Scholarship.](#)
- 4. Diocesan Tuition Aid:** The Catholic Diocese of Cleveland offers Diocesan Tuition Aid to qualifying families. Instructions on how to apply are outlined below. Your family does not need to be registered parishioners of St. Barnabas Parish to receive this grant.
- 5. Parish Tuition Grants:** St. Barnabas Church sets aside some limited funds to assist students enrolled in our school. To be eligible for this aid, families have to be registered members of St. Barnabas, Our Lady of Guadalupe Church, SS. Cosmas and Damian Parish or Mother of Sorrows Church with no delinquent tuition or fees owed. The family must also have first applied for Diocesan Tuition Aid as the same financial information is used to determine eligibility. No separate application is needed.

How to Apply:

FACTS Grant & Aid Assessment, an independent third-party company, conducts the financial need analysis for the Diocese and St. Barnabas School students. FACTS Grant & Aid Assessment does not set any income guidelines or have restrictions on who may apply for financial aid. If you feel your family should receive financial aid, it is to your benefit to apply. Only one application is required to be considered for Diocesan Tuition Aid, the Angel Scholarship and Parish Tuition Grants. There is a \$35 application fee paid directly to FACTS. If you have siblings attending another school that uses FACTS, you only need to apply once.



529 Plans:

As a reminder, you can use up to \$10,000 annually from a 529 plan toward private school education.

**Diocesan Tuition Aid & Parish Tuition Grants
2023-2024 Information Guide**

<p>How to Apply</p>	<p>Complete the FACTS Grant & Aid Assessment Form online at online.factsmgt.com/aid</p> <p><i>Paper forms not accepted.</i></p>
<p>Application Fee</p>	<p>\$35 non-refundable fee is required before your application can be submitted.</p>
<p>Application Deadlines</p>	<p>Round 1-Diocesan Tuition Aid and Parish Tuition Grants: March 15, 2023.</p> <p>Round 2-Diocesan Tuition Aid: May 1, 2023.</p> <p>Please note, there is not a second round for Parish Tuition Grants. Applications submitted after March 15, 2023, will be reviewed, but awarded contingent on available funds.</p> <p><i>Refer to the Important Dates section below for more details.</i></p>
<p>Required Documents</p>	<p>Copy of your 2022 (or most recent) IRS Federal Form 1040, 1040A or 1040-EZ U.S. Individual Income Tax Return. If applicant and co-applicant file separately, FACTS requires both tax returns for the same tax year. FACTS does not require State Tax Returns.</p> <p>Copies of all the current year W-2 Wage and Tax Statements for both the applicant and co-applicant. NOTE: If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available but no later than the application deadline.</p> <p>Copies of all supporting tax documents if you have business income/loss from any of the following:</p> <ul style="list-style-type: none"> - Business: send Schedule C or C-EZ and Form 4562 Depreciation and Amortization - Farm: send Schedule F and Form 4562 Depreciation and Amortization - Rental Property: send Schedule E (page 1) - S-Corporation: send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825 - Partnership: send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825 - Estates and Trusts: send Schedule E (page 2), Form 1041 and Schedule K-1 <p>*IMPORTANT: If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your current year Federal Form 1040 Tax Return.</p> <p>Copies of all supporting documentation for household Non-Taxable Income such as Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and</p>



	<p>Temporary Assistance for Needy Families (TANF). If you do not file a tax return, you are required to provide documentation of all income received.</p> <p><i>All documentation received is imaged upon receipt and then destroyed.</i></p>
<p>How to Submit Your Documents</p>	<p>There are three options:</p> <ol style="list-style-type: none"> 1. Uploaded your documents online in PDF format, less than 20 MB. DO NOT use your mobile device to photocopy required documents due to problems with legibility. 2. Fax your documents to: 866-315-9264 3. Mail your documents to: FACTS Grant & Aid Assessment P.O. Box 82524 Lincoln, NE 68501-2524 <p><i>Please be sure to include the applicant ID on all faxed or mailed correspondence.</i></p>
<p>Application Status</p>	<p>Log in to your FACTS account to check the status of your Diocesan Tuition Aid. Parish Tuition Scholarship and Parish Grant and Aid recipients will be notified of any awards by the school.</p> <p>Allow 2 weeks processing time from the date you provided the supporting documents before inquiring further about receipt and/or status of the uploaded or faxed documents.</p> <p><i>Refer to the Important Dates section below for more details.</i></p>
<p>Questions About Application Process</p>	<p>Review the FAQs at https://factsmgt.com/parent-resources/grant-and-aid/</p> <p>Contact a FACTS Customer Care Representative at 866-441-4637</p>

IMPORTANT DATES TO REMEMBER

- March 1: Deadline to apply for St. Barnabas Parishioner Scholarship
- March 15: Deadline to apply for Angel Scholarship Fund Round 1
- March 15: Deadline for FACTS applications for Round 1-Diocesan Tuition Aid and Parish Tuition Grants
- Late April: Round 1-Diocesan Tuition Aid award notifications sent to parents
- May 1: Deadline for FACTS applications for Round 2 – Diocesan Tuition Aid
- May 15: Parish Tuition Grants award notification sent to parents
- Early July: Round 2-Diocesan Tuition Aid award notifications sent to parents
- September 1: Deadline to apply for Angel Scholarship Fund Round 2