

**Notre Dame Academy and
Notre Dame Junior Academy
Tuition Payment
2010-11**

2010-11 Tuition & Fees

Registration fee:	\$200
Composite fee:	\$1,500
Tuition:	<u>\$7,400</u>
Total:	\$9,100

Activity fee/fund drive: \$400

Students may participate in the fund drive to earn credit toward the \$400. For fund drive information go to nda.org and in the parent section of the home page click on SCRIP. The fee will be billed and credits from the fund drive will be applied to the students' accounts by December 31. This fee does not apply to NDJA

Graduation fee: \$200

This applies to all seniors.

Advanced placement test fee: \$86

Students in advanced placement (A/P) classes are required to take the standardized test for that class at the end of the academic year. The fee is \$86 per class.

Tuition Assistance & Scholarships

Applying for Tuition Assistance

Tuition assistance is provided for families of students in good standing who demonstrate financial need.

Families needing tuition assistance must apply each year by the established February deadline.

Tuition assistance will not be provided to students who do not submit a complete application including all required financial documentation.

See "Applying for Tuition Assistance" for directions on how to apply.

Scholarships

Academic scholarships are awarded to incoming freshman based on their high school placement test scores. These scholarships are renewable each year that students meet academic criteria. It is not necessary to complete a tuition assistance application for these awards.

Second Daughter Discount

A discount of \$1,000 is applied to the tuition of the second daughter in a family. It is not necessary to complete a tuition assistance application for this discount.

Deadlines

- March 1 Completed tuition assistance applications due to FACTS Tuition Management Company. To be complete all financial documentation must be submitted.
- March 15 You will receive an email notification from NDA that your completed application has been received. If you believe that you submitted a complete application and you do not receive notification contact the Business Office.
- March 31 **PAYMENT DUE: \$200** registration fee
If the registration fee is not paid the student's place will not be held in classes scheduled.
- May 7 Tuition Assistance award letters will be mailed to families of returning students who completed their application by March 1, 2010.
- May 15 Fund drive kick-off. Sign up for the fund drive if you choose to participate. For information and to sign up go to nda.org in the parent section and click on Scrip.
- June 18 **PAYMENT DUE: \$500** first payment.
- July 5 Payment plans with FACTS using the invoice option must be set up (see payment plans).
- August 2 **PAYMENT DUE: \$8,400** (\$8,800 with activity fee) balance of tuition due or payment plan with ACH option must be set up with FACTS (see payment plans).

If payment in full is not made – or the registration fee and first payment paid and an approved payment plan with FACTS in place – the student will not be permitted to attend school.
- November 15 Fund drive ends; all payments and orders must be turned in. Credits earned will be applied to students' accounts after fund drive results are compiled.

Payments

Payments prior to August 2 may be made to Notre Dame Academy by cash, personal check, bank check, money order or credit card.

Credit card payments may be made in person or by phone.

Check or money order make payable to NDA – be sure to include your daughter’s 6-digit student number in the memo line.

Return check fee of \$30 will be assessed for all returned checks. If a check is returned future personal checks may not be accepted.

Cash payments may be made in person and a receipt will be issued. Please do not send large amounts of cash to school with your daughter.

Payment Plans

All balances not paid by August 2 must be set up in a monthly payment plan through the FACTS Tuition Management Company.

The balance due is the amount payable by the financially responsible parent after the registration fee and first payment are paid, tuition assistance from NDA has been applied, and credit balances from the prior year have been applied.

Monthly payments on the balance due must be spread evenly through the year – at least half during first semester and the balance during second semester. Payments must be current for first semester – half the balance due paid – in order for students to take first semester exams.

The first monthly payment may be set up for July 5, July 20, August 5 or August 20 for ACH and August 1 for invoice. Deadline for set-up with FACTS is 10 business days before the payment date for ACH payments and July 5 for invoice agreements.

The final payment must be made by April 20 for seniors and by May 20 for freshmen, sophomores and juniors. **Payments must be completed in order for students to take final exams and for transcripts to be released.**

A one-time 3% financing charge will be added to all balances not paid by August 2. For example, if your balance is \$4,000 the financing charge is \$120.

FACTS charges a \$41 fee for ACH plans and a \$45 fee for invoice plans that must be paid when billed to activate your account. They will also assess fees for returned or late payments.

Delinquent Accounts

Please contact FACTS immediately if you are unable to make a scheduled monthly payment.

Please contact the Business Office immediately if you are experiencing financial difficulty and need to make changes to your payment plan.

Fees will be charged by FACTS for late payments.

All payments must be current for students to take first semester exams. Parents may be contacted and informed that the student must leave the school for nonpayment.

All payments must be completed for students to take final exams.

All payments must be completed for seniors to graduate.

Transcripts will not be released for any student with a balance due.

Students cannot return to school if they have a balance due from the prior year; they will be withdrawn.

Withdrawals

Registration fees and composite fees are non-refundable.

Tuition is based on the total base tuition divided by the four quarters of the school year. If a student completes six weeks of a quarter, no refund will be given for that quarter.

Transcripts will not be released until the balance due after withdrawal adjustments and any other financial obligations are paid in full.

Applying for Tuition Assistance

The NDA Tuition Assistance Committee determines tuition assistance for each family based on their demonstrated need on a case-by-case basis and on the amount of assistance available for distribution. NDA utilizes the FACTS Company to complete the needs assessment.

The FACTS Grant and Aid Assessment must be completed each year by the family to apply for tuition assistance for the upcoming academic year.

Completing the application on-line:

- Go to www.nda.org
- Select the Admissions tab
- Select from the left menu: Facts Grant & Aid
- Select applicant sign-in
- Select from the left menu FGAA Checklist and print. This will guide you in supporting documentation to be submitted to complete the application.
- Log-in using your existing account or create a new account and follow the instructions for completing the on-line application.
- Mail to FACTS the supporting documentation required.

Completing the application by mail:

Hard copies of the Grant & Aid Assessment in English and Spanish are available in the kiosk in the main lobby and in the Business Office. Envelopes to mail the application and/or supporting documentation are also available.

Tuition Assistance is awarded in the form of NDA tuition grants, student work study, parent work program and scholarships. Scholarships are made available by alumnae and other generous

donors for qualified young women based on financial need and other specific requirements. Completing the needs assessment described above is the only application needed from returning students to be considered for all of these types of tuition assistance. Incoming freshmen submit a tuition assistance request form.

Students awarded work study grants participate in the work study program. The grant is contingent on successful completion of work study hours. Students may be assigned to 30 to 60 hours of work study. To complete 60 hours of work study, usually 30 will be completed during one week in the summer and 30 during one quarter of the school year. Most students will be assigned to cleaning crews Monday through Friday 3:00-4:00 p.m. for one quarter. A limited number of positions 7:15-7:45 a.m. Monday through Friday and 3:00-5:00 p.m. Tuesday and Thursday are available. Upperclassman in good standing may also apply for a limited number of office positions. Guidelines and a scheduling request form will be sent to all students receiving work study grant. The form must be signed and returned to accept the award.

The first week in May tuition assistance award letters will be mailed to families of returning students who completed their application by March 1.

Parents may appeal the award by submitting additional information to the Tuition Assistance Committee. This generally would be a change in financial status that occurred subsequent to the original application.

Setting up Payment Plans

For any balance not paid by August 2 a payment plan must be set up through the FACTS Tuition Management Company.

This process is totally separate from the application to FACTS for the Grant and Aid Assessment. In other words, completing the FACTS Grant and Aid Assessment does not set up a payment plan. The steps below must be completed to set up a payment plan.

If you did not have a FACTS payment plan the prior year:

Completing the application on-line:

- Go to www.nda.org
- Select the Admissions tab
- Select from the left menu: **Facts ecashier**
- Follow the on-screen directions to complete the application
- For student ID include your daughter's six digit school ID number and first name; if you have two daughters include them both on the same line

Once your application is completed FACTS will send it to the NDA Business Office to put in the amount due to calculate the payments. FACTS will then send you a notification of the monthly payments.

If you do not have on-line access or have difficulty setting up your account please come to the Business Office for assistance in setting up your account with FACTS.

If you had a FACTS payment plan the prior year:

The same account will be used for your payments for the upcoming year. The new total owed will be applied to the existing payment plan by the business office. The monthly payments will be set up for July 20 or August 5 through May for underclassmen and July 20 or August 5 through April for seniors. The authorized party can check the account at any time to see if the new payment plan is set-up. Also, FACTS will mail a notification of the new monthly payment amount. If you do not receive this notification from FACTS by August 7 please call the Business Office.

Costs Covered by Tuition and Fees

Registration fee:	scheduling and reserving a place in classes
Tuition:	educational costs
Composite fee:	AV materials, class and lab fees, some textbooks and workbooks, assemblies & speakers, fitness center use, free admission to home athletic events (with school id), guidance materials/programs/testing, parents' club membership, on-line grade access program, pastoral services, retreats, school newspaper, school yearbook, student/parent directory, student planner, technology – student account and support
Activity fee:	Extracurricular activities and programs, student council activities and assemblies
Graduation fee:	Diploma and cover, graduation program, cap and gown, mother-daughter luncheon, Rosary Cathedral and hall rental 5x7 graduation photo, flowers for graduation and reception, stipends for clergy and musicians. This fee is charged to all seniors.

Not covered by standard tuition and fees charged to all students:

Advanced placement exam fee, parking fee, booster club membership, athletics and club fees.