

**Notre Dame Academy  
Tuition Payment  
2011-12**

**Effective for ALL Families 2011-12**

**Deadlines for Payments and Financial Arrangements**

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**DUE DATES:**

**Plan A:**

February 28, 2011 Tuition assistance application to FACTS Management Company.

March 31, 2011 \$200 Registration fee\*\*\*

June 15, 2011 \$500 First payment (\$200 for qualified Ed Choice families)  
& 2011-12 Payment Option form

July 20, 2011 \$8700 Balance due  
Tuition Assistance will be deducted from the balance due

**Plan B & C:**

*Financing Option:*

March 31, 2011 \$200 Registration fee

June 15, 2011 \$500 First payment (\$200 for qualified Ed Choice families)  
& 2011-12 Payment Option form

July 1, 2011 Monthly payment plan set up with FACTS Management Co. for payments  
7/20/11-4/20/12. Deadline July 15 for payments 8/5/11-5/5/12.

There is a 3% fee for financing tuition over the school year.

Ecashier will be available for account set-up June 1, 2011. Accounts  
from 2010-11 will be automatically rolled over for 2011-12.

All families must complete the Payment Option Form selecting their method of payment. Full payment is due by July 20, 2011 unless the family requests the option of making monthly payments through FACTS Tuition Management Co's eCashier. **The Payment Option Form will be mailed to you in May, 2011.** The Payment Option Form should be submitted with the first payment due June 15, 2011.

**Fund drive:**

The student fund drive is held May 15 – September 30, 2011. Students may sell Eagle Cards, Raffle Tickets, Sports Scene Ads, and Memorial Bricks. Credits from the fund drive will be applied to students' accounts after the conclusion of the fund drive.

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THESE POLICIES ARE EFFECTIVE FOR ALL FAMILIES FOR 2011-12 REGARDLESS OF ANY PAST PRACTICES OR EXCEPTIONS.

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ENROLLMENT FOR 2011-12 WILL NOT BE COMPLETE UNTIL FINANCIAL ARRANGEMENTS ARE IN PLACE.

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**Tuition Assistance & Scholarships**

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**Eligibility**

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.

### 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.

## **Applying for Tuition Assistance**

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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](http://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.

A scholarship application must be turned in by freshmen only to be considered for Alumni Awards, Marian Awards and Sullivan Awards.

Students awarded grants participate in the work study program. The grant is contingent on successful completion of work study hours. Students may be assigned to 20 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. In May, 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 February 28. Completion includes submission of the required tax documentation to FACTS Management Co.

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.

## **Payments**

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Payments prior to July 21 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**

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All balances not paid by July 20 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 in order for students to continue at NDA. 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, 12, 20, August 5, 12 for ACH and July 5, 12, 20, August 5 for invoice. Deadline for set-up with FACTS is 10 business days before the payment.

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 July 20. 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**

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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.

If tuition and fees are not paid in full at the beginning of the year parents must make monthly payments through FACTS Tuition Management Co. All payments must be made timely and kept current for students to continue at NDA. 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**

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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.

## **Setting up Payment Plans**

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For any balance not paid by July 20 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](http://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, last name if different than yours

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 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 July 20 please call the Business Office.

## **Costs Covered by Tuition and Fees**

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| 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.