



TUITION PAYMENT POLICY

Dear Incoming Student Parent/Guardian,

The following is an explanation of the tuition payment policy as approved by the Our Lady of Good Counsel Board of Directors.

2017-2018 tuition and fees are detailed in the table below. Please note that the base tuition entitles your child to daily lunch in the dining hall as well as certain textbooks provided by the State of Maryland.

Fee	Amount
Base Tuition	\$21,840
Registration Fee (one-time)	\$250
iPad educational program fee (one-time)*	\$742
Materials and Activities fee (annual)**	\$45
Total	\$22,877

* More information about the iPad program is included in the admissions packet.

** The materials and activities fee covers non-textbook course materials and mandatory curriculum-based field trips.

In addition to the tuition and fees, the Good Counsel Parents Association assesses dues of **\$25 per family**.

We partner with A.W.G.Dewar, Inc., to provide tuition insurance to protect your investment in education and the School's financial resources. This plan provides for both refund of prepaid charges and payment of unpaid charges **for withdrawals that occur during the academic year**. A link to the plan leaflet is embedded in your electronic enrollment contract. Participation in the tuition refund plan is **required** for all families that do not pay the full year tuition by June 15th, in accordance with the single payment option. Participation is optional for families who pay tuition in full by June 15th. Participating families will pay a premium for the 2017-2018 school year of **0.47%** of the annual base tuition, or **\$103**, for each student. The tuition premium will be invoiced and payable in June.

All families will be enrolled in FACTS Tuition Management for payment of tuition. This helps us to centralize tuition collection and manage more efficiently all charges for incidental fees outside of tuition costs that are incurred throughout the year (e.g. elective field trips). FACTS is used by many schools locally and over 5,000 schools nationally. You will realize the following benefits by using FACTS for your tuition payment plan:

- Numerous payment options: including ACH auto-debit from a checking or savings account, credit card payment (Visa, MasterCard, AMEX or Discover), and phone-in payment opportunities.
- Payment Dates: You may choose either the 5th, 10th, 15th or 20th of the month as your payment date.
- Convenience & Security: Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.
- Peace of Mind Insurance: FACTS offers this optional benefit for only \$17 per year per family. In the event of death of the Responsible Party or spouse, the remaining tuition balance owed for the current school year is paid to the school.
- Consumer Account: You may check your personal account or make payments online from the convenience of your home or office anytime.

You will receive a confirmation notice from FACTS when enrollment agreements are pending, along with instructions on how to choose your payment plan and payment method to finalize your account. You will receive a tuition invoice for the 2017-2018 school year in May.

If you currently have a student at Good Counsel and are enrolled in FACTS, the School will re-enroll you for the 2017-2018 school year and add your freshman student to your plan.

You may pay tuition in either one, two or ten installments, as shown below.

If paying in	Tuition is due by
One installment with \$410 discount off base tuition	June 15, 2017
Two installments	50% in June 2017 and 50% in November 2017
Ten installments	Monthly beginning in June 2017 and ending in March 2018

Your signature on the electronic Enrollment Agreement forms a contract between the school and you, so please read it carefully, check the appropriate boxes, and sign in the appropriate places. This form must be executed electronically prior to registration, which takes place on March 10, 2017. **The non-refundable tuition deposit of \$1,000 is due on or before March 10, 2017.**

Thank you for your cooperation with this policy, and your support of Good Counsel. If you have any questions, please call me in the Business Office at 240-283-3208.

Below are answers to some of the most frequently asked questions about enrolling with FACTS. If your question is not answered, please contact FACTS, or Mrs. Kristin Dow, the Accounting Supervisor.

Sincerely,

Stefanie Morgan-Davis
Chief Financial Officer

FREQUENTLY ASKED QUESTIONS about enrolling with FACTS

Do I have to enroll even if I intend to pay (or have already paid) my tuition in full? Yes, enrollment is needed because incidental billings will be managed through FACTS. FACTS is our school approved tuition management vendor.

When will I know how much I owe in tuition? The School will send you a tuition notice in May. If applicable, the tuition notice will reflect any financial aid that has been awarded. FACTS will send a reminder of your scheduled automatic payment 4 days before the payment is due and will use email reminders and phone calls for past due tuition.

I am divorced and the tuition is split between me and my ex-spouse. How will this be handled? Each parent must enroll in FACTS. A written communication from each parent detailing the tuition obligation of each must be on file with the school for the purpose of administering the tuition payments. After that, each parent will be billed through FACTS according to the approved plan on file. The school will withhold academic records for any student whose tuition is not paid in full, regardless of which parent is in arrears.

Are there any fees I should be aware of?

FACTS assesses the following fees:

- \$30 fee for returned payments
- 2.85% processing fee for credit cards
- \$20 or \$46 enrollment fee dependent on the payment plan

If I need to talk to someone about my tuition, whom should I call? You may call Mrs. Kristin Dow at 240-283-3370 or call FACTS at 866-441-4637.

What if I want a payment schedule different from what I originally signed up for? All requests for an alternate payment arrangement must be sent to the business office email at businessoffice@olgchs.org. Under any payment arrangement, the first tuition installment must be paid in June. The \$1,000 tuition deposit is **not** considered the first installment under your payment plan. Your billing will reflect the new arrangement if approved. Additional payments can always be applied ahead of the posted schedule.