



OUR MOTHER OF PERPETUAL HELP CATHOLIC SCHOOL

POLICY MANUAL

**Approved by
Our Mother of Perpetual Help
Catholic School Advisory Board**

January 2008

**Revisions
March 2011
November 2013
February 2017
April 2020**



Our Mother of Perpetual Help Catholic School Policy Index

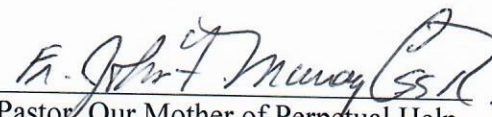
Policy No.	Policy	Approved	Revised
	Preface		
	Document Format	01/07/2008	
3240	Registration and Tuition Policy	01/07/2008	03/08/2011, 11/12/2013, 2/28/2017, 04/29/2020
3240.1	Tuition Assistance Policy	01/07/2008	03/08/2011, 11/12/2013, 2/28/2017, 04/29/2020

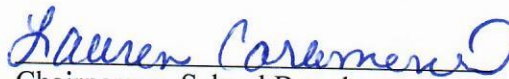
Our Mother of Perpetual Help Catholic School Policies Preface

There are a number of policies that govern the administration and operation of Our Mother of Perpetual Help Catholic School. The resources used to create these policies include the Diocese of Harrisburg, the Pastor of Our Mother of Perpetual Help, the Principal of Our Mother of Perpetual Help Catholic School, and Our Mother of Perpetual Help Catholic School Advisory Board. Our Mother of Perpetual Help Catholic School Advisory Board is responsible for maintaining a current, updated master policy reference book, coordinating School policies, and ensuring that the policies of Our Mother of Perpetual Help Catholic School are in agreement with those of the Diocese.

An up-to-date copy of all Our Mother of Perpetual Help policies are maintained on the website and also maintained in the school office where any interested party may consult them during normal school hours.

Questions regarding school policies may be directed to the school Principal or School Board Chairperson.



Pastor, Our Mother of Perpetual Help



Chairperson, School Board

Approved 01/07/2008
Revised 04/29/2020

Our Mother of Perpetual Help Catholic School Policy Book Document Format

- I. It is the policy of Our Mother of Perpetual Help Catholic School Advisory Board to establish, maintain, update, and approve all current policies for Our Mother of Perpetual Help Catholic School.
 - a. All policies will be dated as to when adopted and revised by Our Mother of Perpetual Help Catholic School Advisory Board.
 - b. The Pastor of Our Mother of Perpetual Help Parish and the current School Board chairperson will sign all policies, once approved. This then becomes the effective date.
- II. Policy Classifications are based upon the review of the Diocese of Harrisburg's Policy Book. The following categories for policy classification have been established:
 - a. 001-0999: Policy and Planning Procedures
 - b. 1000-1999: Community
 - c. 2000-2999: Administration
 - d. 3000-3999: Business
 - e. 4000-4999: Personnel
 - f. 5000-5999: Students
 - g. 6000-6999: Curriculum
- III. If Our Mother of Perpetual Help Catholic School Advisory Board does not have an enacted policy in a certain area, then it is assumed that the active policy in that area is the same as the present policy of the Diocese of Harrisburg.
- IV. An up-to-date copy of all Our Mother of Perpetual Help policies are maintained on the website and also stored in the school office where any interested party may consult them during normal school hours.


Pastor, Our Mother of Perpetual Help


Chairperson, School Board

Approved 01/07/2008
Revised 04/29/2020

Our Mother of Perpetual Help Catholic School Policy
Policy No. 3240 OMPH
Registration and Tuition Policy

I. Registration/Enrollment Policy

- A. It is the policy of Our Mother of Perpetual Help Catholic School to:
1. Register each child by the requested date to insure a place for every child in Preschool through Grade 8. Registering your child enables Our Mother of Perpetual Help Catholic School to prepare the upcoming school budget, create a tuition rate based on anticipated enrollment numbers, evaluate need for staff, and purchase materials and supplies for the school year.
 2. Consider the registration/re-enrollment as an agreement to request and maintain enrollment for the upcoming school year.
 3. Have a registration/re-enrollment fee per family, not per child.
 4. Add a late fee to the registration/re-enrollment fee if paid after the requested deadline.
 5. Make the registration/re-enrollment fee non-refundable.

II. Withdrawal of a Student

- A. It is the policy of Our Mother of Perpetual Help Catholic School to provide adjustments based on a child withdrawing from school prior to the end of the school year.
1. If the student is withdrawn prior to the first August payment, the tuition contract will be cancelled but the registration/enrollment fee is non-refundable.
 2. If the student is withdrawn between the first August payment and September 15th, the tuition due will be 30% of the total charge.
 3. If the student is withdrawn between September 16th and January 15th, the tuition due will be 60% of the total charge.
 4. If the student is withdrawn on or after January 16th the full tuition will be charged.
 5. If the student is expelled, the tuition will not be refunded.

III. Enrollment Agreement

- A. The financial support given by Our Mother of Perpetual Help Parish, St. James Parish, and Our Lady of Lourdes Parish, is needed to provide a financially viable school. It is the policy of Our Mother of Perpetual Help Catholic School to have a yearly enrollment agreement signed by each family enrolled in our school. The K-8 tuition amount is determined annually.

B. The enrollment agreement offered by Our Mother of Perpetual Help Catholic School allows for the following payment options through the family's account setup using the *Simple Tuition Solutions (STS) Management System*:

1. **Option 1:** Full payment on or before August 1st.
2. **Option 2:** Tuition may be made in two equal payments. The first half tuition payment is due on or before August 1st. The second half tuition payment is due on or before February 1st.
3. **Option 3:** Tuition may be made in quarterly (four equal) payments. Payments will be August 1st, November 1st, February 1st, and May 1st. For this plan there is a yearly enrollment fee deducted directly from your bank account.
4. **Option 4:** Tuition may be made on a ten-month payment plan with the first payment made on August 1st and the final payment on May 1st. For this plan there is a yearly enrollment fee deducted directly from your bank account.

C. It is the policy of Our Mother of Perpetual Help Catholic School:

1. All families who enroll in the school will adhere to one of the predetermined plans.
2. All families will setup a tuition payment account using *STS Management System* to fulfill your tuition obligation.

D. It is the policy of Our Mother of Perpetual Help Catholic School:

1. To have a separate tuition plan for the pre-school program.
2. To determine the pre-school tuition amount annually.

IV. Late Tuition Policy

A. It is the policy of Our Mother of Perpetual Help Catholic School to consider any tuition payments overdue if they are not received by the date agreed upon in the enrollment agreement or *STS* payment withdrawal date.

B. It is the policy of Our Mother of Perpetual Help Catholic School to address unpaid tuition as follows:

1. When notification is received from *STS* concerning insufficient funds, *STS* will try again to obtain tuition collection on the next scheduled withdraw date for that month. If there are still insufficient funds in the account, a nominal fee is charged from *STS* and it is then Our Mother of Perpetual Help Catholic School's responsibility to obtain the tuition payment. At this time, a notice is sent by *STS Management System*.
2. If tuition remains unpaid, the Pastor will contact the family.
3. If there is no response, the Pastor will refer the unpaid tuition account to the collections committee for review.

V. Withholding of Academic Records


- A. By enrolling a student at Our Mother of Perpetual Help Catholic School, the parents agree to abide by the rules and regulations of the school and/or diocese, which include payment of established tuition as scheduled.
- B. It is the policy of Our Mother of Perpetual Help Catholic School to:
 - 1. Withhold student transcripts if financial obligations have not been met.
 - 2. Release only the student health records (as required by law) and student disciplinary records (as required by law).
 - 3. Withhold student grades if outstanding tuition fees have not been paid.

VI. Withholding of Enrollment

- A. It is the policy of Our Mother of Perpetual Help Catholic School to:
 - 1. Not allow the return of a student if outstanding tuition fees have not been paid from the previous school year, or the family has not arranged for an agreed payment plan with the Pastor.
 - 2. Be in compliance with Diocesan Policy #5112: no student will be accepted as a transfer from another diocesan school if they have outstanding financial obligations to their former school.

VII. Appeals

- A. It is the policy of Our Mother of Perpetual Help Catholic School to:
 - 1. Have all requests for exceptions to the above policies addressed in writing as soon as possible to the Principal for consideration by the Principal and Pastor.


Pastor, Our Mother of Perpetual Help


Chairperson, School Board

Approved 01/07/2008
Revised 04/29/2020

Our Mother of Perpetual Help Catholic School Policy

Policy No. 3240.1 OMPH

Tuition Assistance Policy

Our Mother of Perpetual Help Catholic School fully understands that many parents simply cannot make a commitment to pay full cost tuition. Individual family circumstances are often unique and change from year to year.

- It is the policy of Our Mother of Perpetual Help Catholic School to use the financial aid program, *FACTS Grant and Aid Assessment*, which was selected by the Diocese of Harrisburg to address the unique circumstances of each family and recommend a tuition rate.
- It is the policy of Our Mother of Perpetual Help Catholic School that if families choose not to apply to *FACTS Grant and Aid Assessment*, they will be responsible for the full tuition amount.
- *STS Management System* will be used for tuition payment(s).

I. Financial Aid Needs & Assessment

- A. Initial Financial Aid is determined through *FACTS Grant and Aid Assessment*, a Nelnet company, located in Lincoln, Nebraska.
- B. *FACTS Grant and Aid Assessment* is an objective and professional organization that specializes in financial aid analysis using verified income from the Federal Form 1040 and W-2 Wage and Tax Statements. Non-taxable forms of income as well as assets are also taken into consideration. The family resources are then compared with their expenses to determine level of assistance.
- C. The Neumann Scholarship Foundation tuition assistance is determined through the completed *FACTS Grant and Aid Assessment*.
- D. Kremer Foundation Tuition Scholarship (need based for families qualifying for the National Reduced and Free Lunch guidelines) is determined through a separate application after the *FACTS Grant and Aid Assessment* application is completed. Qualifying families are contacted in April after completing the *FACTS Grant and Aid Assessment*.
- E. BRAVO Tuition Scholarship Assistance (need based), when available, is determined with a separate application through *STS*. Qualifying families are contacted when the funds are available through BRAVO.

II. Available Tuition Assistance

- A. Tuition assistance scholarships are available through the Diocese of Harrisburg's Neumann Scholarship Foundation which is funded through Pennsylvania's Educational Improvement Tax Credit (EITC).

- B. Through the George and Mary Kremer Foundation tuition scholarships are available for families who meet the financial guidelines of those eligible for the National School's free and reduced lunch program.
- C. Families who do not meet the economic guidelines for the Neumann Scholarship or the Kremer Foundation may still qualify for limited financial assistance through the Blue Jay Scholarship and Development Tuition Assistance Scholarships as funds are available. These restricted funds will be distributed based on need as reported through the *FACTS Grant and Aid Assessment Form*.
- D. All families, regardless of income levels, are afforded the opportunity to participate in our School Support Scholarship program. Families supporting our school through participation in the sale of grocery cards and SCRIP gift cards may apply for a tuition grant for the upcoming school year.

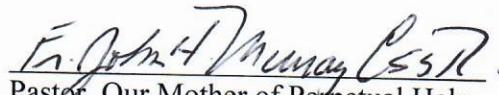
III. Procedures for Applying for Financial Aid

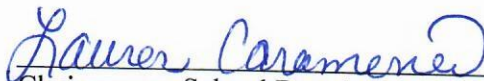
- A. To apply for Financial Aid, it is the policy of Our Mother of Perpetual Help Catholic School to require the following:
- Eligible families must be active members of their parish, as determined by the pastor(s) of their parish.
 - Eligible families must have completed the online *FACTS Grant and Aid Assessment*.

We also strongly encourage the following:

- Eligible families are encouraged to use the SCRIP gift card program.
- Eligible families are encouraged to volunteer time for various school activities.

Finally, parents also have the opportunity to meet with the Pastor of their respective parish to identify additional parish sources of support.


Pastor, Our Mother of Perpetual Help


Chairperson, School Board