



St. Peter Catholic Academy
8401 23th Avenue, Brooklyn NY 11214

TUITION PAYMENT POLICY

Student(s) name(s): _____

Parent or/Guardian: _____

Address: _____, Brooklyn, NY. Zip Code _____

Telephone Numbers: Home: _____ Cell phone: _____

E-Mail: _____

Social Security Number of Parent/Guardians _____
Mother Father

The Board of Directors of St. Peter Catholic Academy has enacted the following Tuition Policy:

Tuition payments are the primary source of financial support for the academic programs provided by St. Peter Catholic Academy. Tuition payments are the responsibility of students' parents or guardians. Failure to pay tuition seriously jeopardizes the fiscal health and stability of our Academy. Tuition must be paid in a timely and consistent manner.

NO CASH PAYMENTS WILL BE ACCEPTED

The annual tuition payments are divided into ten (10) monthly installments due July through April. Tuition and all applicable fees must be paid in full on or before **April 30th** of the school year. If a monthly tuition payment is not received by the 10th of the month, a late fee of \$25.00 shall be assessed. Should extenuating circumstances occur which inhibit the parent's ability to pay tuition; it is the responsibility of the parent/guardian to notify the Principal as soon as possible to make alternate arrangements for payment or to seek tuition assistance.

Withdrawal Policy: *If at any time for any reason a family withdraws a child from the Academy, the family will be required to pay the tuition for that month plus one additional month since the school's operation costs begin prior to the first month of school.*

The Academy shall retain the right to refuse class admittance to any student whose account is in arrears. The student may return to class when the delinquent account is current and the Board of Directors agrees to reinstate the student's active status.

Transcripts, report cards, awards, and diplomas are the property of the school and may not be issued to the student (or parent/guardian of the student) when a tuition account is delinquent or until all requirements are met



A delinquent graduating 8th grade student's account must be current in order for the student to participate in graduation ceremonies. Students with delinquent accounts will not be allowed to register for the new school year. Past due tuition will be pursued through legal collection.

Any delinquent payments must be paid by certified check. This policy is not meant to be punitive, but in fairness to all families and our mission to educate, we expect our families to maintain current tuition accounts. Thank you for your cooperation.

Parent/Guardian

Board of Directors

Date: _____

CHANGE OF PERSONAL DATA

Parents/guardians must notify the Main Office about a change of address, home phone number, parents/guardians business numbers and emergency numbers, and the change of the name and/or address of parents or legal guardians. A form is available in the main Office.