

MISSOULA CATHOLIC SCHOOLS
Credit Policy
Revised 2-15-11

Consistent with the mission to provide a Catholic education to those who wish to obtain one and consistent with the obligation to maintain a financially viable Catholic school system, the following policy will be referenced when handling the collection of accounts owing the Missoula Catholic School system.

- As a condition of attending Missoula Catholic Schools (MCS), each family is responsible for a tuition obligation. All tuition assessments, payments and assistance are established by the Tuition Office
- MCS offers three payment plans, they are:
 - Payment **in full** on or before August 19
 - Payment **by semester** on or before August 19 and December 15
 - **Monthly** payments **(10) Aug-May** using the FACTS electronic payment program
- Parents must complete all tuition related paperwork and remit their first payment to MCS prior to the first day of class in order for their child(ren) to attend
- Families found to be out of compliance with their tuition agreement will be contacted by the MCS Tuition Office and asked to meet to resolve the delinquency in a confidential manner. **See Attached Policy.**
- Student Withdrawals
 - If a student withdraws within the first two weeks (calendar days) of either semester, tuition for that semester is equal to the greater of:
 - Non-refundable deposit
 - 25% of the annual tuition assessment
 - If a student withdraws after the first two weeks (calendar days) of either semester, tuition for that semester is equal to 50% of the annual tuition assessment
 - If a student is accepted after the start of a semester, the annual tuition assessed will be prorated based on the number of schools days remaining in the school year to the total number of school days
 - Refunds for overpayment of tuition will be made in a timely manner by semester