

FINANCIAL SUPPORT GUIDE

2016 / 2017 SCHOOL YEAR

This guide will help you understand our FINANCIAL SUPPORT PLAN and explains how to fill out your COMMITMENT FORM.

FINANCIAL SUPPORT REQUIREMENTS

The amount of financial support required for attendance at Sacred Heart Jr./Sr. High School varies by family based on the following three variables:

VARIABLE 1 - Number in Family Attending Salina Catholic Schools (K-12)

There are two different financial support plans – TABLE A (Jr./Sr. High School Students Only), or TABLE B (Joint). The two plans are explained below.

- **TABLE A** - For families that will only have students at Sacred Heart Jr./Sr. High School and **will not** have a student at St. Mary's Grade School. See Table A on the last page of this guide.
- **TABLE B** - For families that will have **one or more** students at Sacred Heart Jr./Sr. High School and **will** also have one or more students at St. Mary's Grade School. See Table B.

VARIABLE 2 - Family Income

When determining financial support requirements, family income will be defined as the combined income of a student's parents. Normally, it will be the ADJUSTED GROSS INCOME figure from the couple's federal income tax form(s).

When a family is intact, determining their income is a relatively straightforward endeavor. Factors such as divorce, child support, death, or remarriage, however, can greatly complicate the issue. When factors such as these apply, the goal of the Financial Support Committee will be to accurately determine the income of the parents or step-parents and to then require a financial support commitment that gives fair consideration to the parents' unique situation, yet is consistent with what is required of other families.

VARIABLE 3 - Number of Students

For purposes of determining a family's financial support requirement, the Number of Students includes only those students enrolled at Sacred Heart Jr./Sr. High School.

Determining Your FINANCIAL SUPPORT REQUIREMENT

To determine your FINANCIAL SUPPORT REQUIREMENT, you should:

1. Go to the appropriate Financial Support Table (A or B).
2. Locate your family's income range line on the table.
3. On that line, go to the column appropriate for the number of students enrolled at Sacred Heart Jr./Sr. High School.

The number on the appropriate line in the appropriate column is the Financial Support Requirement for your family for the 2016/2017 school year for Sacred Heart Jr./Sr. High School.

Filling Out Your COMMITMENT FORM

You should find the FATHER, MOTHER and STUDENTS sections of the COMMITMENT FORM to be self-explanatory.

To complete the FINANCIAL SUPPORT section, please consider the following:

- | | |
|----------------------|---|
| Full Cost | The full cost of educating a child at Sacred Heart is \$7,280.00. If you are able, we respectfully ask you to consider paying the full cost per student. Your generosity would make a real contribution toward Sacred Heart fulfilling its Mission of Excellence. If you can pay the Full Cost, please mark Box A on the COMMITMENT FORM. |
| Per the Table | Families that are unable to pay the Full Cost are required to pay according to income and the number of students enrolled at Sacred Heart Jr./Sr. High School per the appropriate table. We recognize that paying according to the table also represents a financial sacrifice and we thank you for your financial support at this level. If you will be paying per the appropriate table, please mark Box B and then complete Items 1 through 4 below Box B. |

To complete the **REGISTRATION/STUDENT FEES** section:

- Enter the appropriate dollar amounts based on the number of students you have enrolled.
- Enter the technology fees based on the number of students you have enrolled.
- Leave any lines blank that do not apply to you.
- Enter a TOTAL.

To complete the **COMMITMENT** section:

LINE 1 --

- If you commit to paying the Full Cost, you should enter \$7,280 x the number of students.
- If you commit to paying according to your income and number of students at Sacred Heart Jr./Sr. High School per the table, you should:
 1. Go to the appropriate Financial Support Table (A or B).
 2. Locate your family's income range line on the table.
 3. On that line, go to the column appropriate for the number of students enrolled at Sacred Heart.

The number on the appropriate line in the appropriate column is the Financial Support Requirement for your family for the 2016/2017 school year. **A family that commits less than the maximum amount for their appropriate table will need to attach a copy of the front page of their Federal Income Tax Return.**

LINE 2 -- Enter the TOTAL REGISTRATION/STUDENT FEES amount owed (shown as the last line in the "REGISTRATION/STUDENT FEES" section).

LINE 3 -- Add Lines 1 & 2 and enter the resulting TOTAL OWED on Line 3.

To complete the **PAYMENT CHOICE** section:

Every family must select how they will make their payments to the school. There are four payment options available: Automatic deduction, Monthly, Semi-Annual and Annual, which are explained below. Please check the appropriate box to indicate your choice.

AUTOMATIC DEDUCTION	We would like all families to strongly consider the "Automatic Deduction" plan. This convenient payment option helps families avoid possible late fees while saving the school added expense. Families that choose the "Automatic Deduction" option must complete the enclosed authorization form.
MONTHLY	Families that choose the "Monthly" option will make payments to Sacred Heart Jr./Sr. High School. Monthly payments are due on the 10 th or the 20 th of the month, July 2016 – June 2017. The family will receive a coupon book including labels to mail payments to ensure confidentiality.
SEMI-ANNUAL	Families that select the "Semi- Annual" option must pay half of their Financial Support Requirement by July 1, 2016. They must pay the second half by January 1, 2017. These payments must be received in the Business Office prior to the deadlines.
ANNUAL	Families that select the "Annual" option must pay all of their Financial Support Requirement by July 1, 2016. This payment must be received in the Business Office prior to the deadline.

Regardless of your payment choice, you may combine your Registration/Student Fees with your Financial Support Requirements or you may pay these fees separately at the time you register in the fall. Please check the appropriate box to indicate your choice.

You must then sign and date the COMMITMENT FORM. A \$35.00 processing fee must accompany the form. This fee is non-refundable. Please indicate whether you are paying by check or cash and enter your check number if by check.

The COMMITMENT FORM is due by March 28, 2016. There is a late fee of an additional \$100.00 if it is received after April 18, 2016. We apologize for the late fee, but feel we must receive financial commitments on a timely basis in order to properly plan for the coming year.

OTHER IMPORTANT FACTS

Medical Hardship

If a family's out-of-pocket medical expenses (those not paid or reimbursed by insurance) exceeds 3% of income, then the family qualifies for a Medical Hardship. When the family determines its FINANCIAL SUPPORT REQUIREMENT, the family can reduce its income by the amount of the excess, thus also reducing its FINANCIAL SUPPORT REQUIREMENT. The family should fill out a SPECIAL NEEDS CARD and send it in along with documentation of its medical expenses. The family must complete a COMMITMENT FORM entering its reduced income amount on Line B2.

Family Unable to Pay

If a family is unable to pay the FINANCIAL SUPPORT REQUIREMENT per the appropriate table, the family may apply for Tuition Assistance. The family must first complete and return a COMMITMENT FORM, committing to what they feel they can afford. The family also needs to fill out a SPECIAL NEEDS CARD. Once the Financial Support Committee has reviewed the family's COMMITMENT FORM and Federal Income Tax Return Page, a decision will be made, and the family will be notified. The amount the family commits to and the Tuition Assistance must total the FINANCIAL SUPPORT REQUIREMENT. Tuition assistance is very limited and families are asked to apply only as a last resort. If a family experiences a loss of income during the year, they can contact the Business Manager, who will help the family complete a new COMMITMENT FORM based on their new income level. All families who receive tuition assistance are required to complete 25 hours of volunteer service to the school.

Documentation of Income

Each of the FINANCIAL SUPPORT options (Tables A or B) has a maximum financial support requirement. A family that commits to less than the maximum amount for their appropriate table will need to provide documentation of income. This will normally be a copy of the front page of your federal income tax form. Other documentation will occasionally be required, such as child support information.

Sacred Heart is committed to keeping your financial information confidential. The FINANCIAL SUPPORT COMMITTEE will be made up of people who are employed in the financial industry who are used to dealing with confidential information. They will be required to sign a special CONFIDENTIALITY AGREEMENT with Sacred Heart. For anyone who is not comfortable with sharing their income information, we will arrange for an independent accounting firm to review their financial data and then communicate only the appropriate financial support requirement to the school. The cost for such an arrangement will need to be paid by the family making the request. Please contact the Business Manager for details.

Non-Members of Salina Parishes

For families that are not members of a Salina Catholic Parish, a minimum FINANCIAL SUPPORT REQUIREMENT of \$4,860 per student applies. For each student, these families would be required to pay the minimum of \$4,860 or the amount from Table A appropriate for their income level in the single student column, whichever is higher. For these families, the Joint Plan is not available. If a family is a member of a Catholic Parish outside Salina, they should call the Principal.

Registration/Student Fees

A REGISTRATION/STUDENT FEE will be used to cover books, administrative costs and classroom expenses for students. The fee will be the same for all classes and a price break is provided for families with more than one student. The fees are:

\$475	1 st Student
\$325	2 nd Student
\$100	Each Additional Student
\$25	Technology Fee

Family Service Program

Sacred Heart needs more than tuition dollars to operate efficiently and effectively. Family involvement is essential for the success of the school as it not only helps keep tuition low, but also helps to build a strong sense of community and ownership. Parent and family involvement has always been the cornerstone of our school. This expectation of family and parent volunteer service within our school has always been somewhat of an unwritten rule. To better explain the benefits as well as to invite everyone to get involved, we feel the need to put this expectation in writing. Sacred Heart is asking each family to contribute a minimum of 20 hours of volunteer service (July 1 – June 30). We have found that many families already meet or easily surpass this hourly requirement. For this, we are extremely grateful. There are many opportunities throughout the school year for families to become involved. Contact the Development Office for more information.