

**SAINT PETER'S PREP – TUITION & FEES**  
GUIDELINES – 2022-2023 ACADEMIC SCHOOL YEAR  
(Please save these Guidelines)

**Tuition:**

Dr. Michael Gomez, President of Saint Peter's Prep, announced the Tuition of \$21,311 for the Academic Year 2022-2023 in the early spring of 2022.

**Mandatory Fees Not Included In Tuition: (Prices are subject to change)**

- **Activity Fee:** This annual fee (\$750) is **mandatory for all students and due in full on June 1st.** This fee defrays the costs of non-academic programs. Included in these non-academic programs are student activities, athletic programs and select campus ministry programs. **This fee is refundable only until August 1st.**
- **Book Fee:** This annual fee (\$300) is **mandatory for all students and due in full on June 1st.** This fee covers the cost of summer reading and books for each student's individual classes. **This fee is refundable only until August 1st.**
- **Technology Fee:** This annual fee (\$250) is **mandatory for all students and due in full on June 1st.** This fee covers the cost of the school owned device, software subscriptions, wireless infrastructure and support for the 1:1 Computer Program. **This fee is refundable only until August 1st.**
- **Late Fee:** A \$50 late fee is assessed for any payment received after the scheduled payment date.
- **Service Fee:** If you select a payment plan that incurs a service fee, it will be combined with the total tuition due and broken down into installments according to the plan you choose.

**Tuition Payment Plans:**

The payment amount is determined **after** all tuition assistance and scholarships have been deducted.

- **Annual Payment Plan:** Full payment is due on or before **July 1<sup>st</sup>**. There is no service fee.
- **Semi-Annual Payment Plan:** A two-payment option with payments due on **July 1<sup>st</sup> and December 1<sup>st</sup>**. This plan incurs a \$50 Service Fee which will be combined with tuition.
- **Monthly Payment Plan:** An eleven-payment option with payments due on the **1<sup>st</sup> of each month from July through May**. This plan incurs a \$100 Service Fee which will be combined with tuition.

Saint Peter's Prep has contracted FACTS Management Company "FACTS" to provide tuition billing and collection services through an online portal. At the time of registration, each family will be required to create an online account with FACTS and provide all required demographic information and choose a payment plan. Once you are enrolled you can sign in and view your account at any time at <http://facts.spprep.org>.

**Payment Options:**

Payments can be made through FACTS by automatic deduction, check or credit card. FACTS accepts Visa, Master Card, American Express and Discover. If a credit card is used for payment(s) the responsible party will pay a 2.95% Convenience Fee to FACTS for each transaction. If you wish to make a payment over the phone or have any questions, please contact FACTS Customer Service at (866) 441-4637. The Finance Office will only accept bank checks, cash or money order payments at the school window.

**Divorce Policy:**

The Finance Office does not need any documentation if a separated/divorced couple will be sharing one bill through FACTS and determining each person's financial responsibility between each other; or if only one parent will take sole responsibility to pay the tuition and fees. However, if you are a separated/divorced couple that wishes to receive separate bills through FACTS, you must each submit a signed Tuition Contract on the SchoolAdmin portal along with a full copy of the Court Order/Divorce Decree so we can determine the percentages due for each responsible party. If you do not have a Court Order/Divorce Decree, Prep assigns equal responsibility to each party for tuition/fee charges. Also, you must each enroll with FACTS and create your own User ID, Password and choose a payment plan for your portion of the tuition bill.

**Scholarships and Tuition Assistance:**

Tuition assistance requests **MUST** be renewed **yearly** through FAIR at [www.fairapp.com](http://www.fairapp.com) .

**(DO NOT apply for Prep Financial Aid through FACTS).** Applications for the upcoming school year are available online at [www.spprep.org/FinancialAid](http://www.spprep.org/FinancialAid) after February 1<sup>st</sup>. The deadline for financial aid is **April 15<sup>th</sup>**. In order for the application to be considered complete, both parents' financial information must be included. After April 15<sup>th</sup>, we cannot guarantee the availability of financial aid for the next academic year. If you have any questions, please call Mr. Fred Galano, Director of Financial Aid at (201) 547-6382 or email [galanof@spprep.org](mailto:galanof@spprep.org) .

Saint Peter's Prep, as a member of the New Jersey Interscholastic Athletic Association, abides by their rules and regulations which prohibit Athletic Scholarships.

The Prep recognizes no promise of grants/scholarships from outside institutions, organizations or individuals unless written notice of such is given to and accepted by the Financial Aid Office. All tuition assistance is applicable to the total tuition bill, not just to one payment (i.e. a \$500 grant does not eliminate the first monthly payment; it reduces each monthly payment proportionately).

**Other Items:**

Refunds for tuition paid in advance will be given on a prorated basis. All refunds will be made by check payable to the responsible parent or guardian listed on FACTS.

Always put your son's **Name and Student #** on all checks and money orders submitted to the school.

Returned checks for payments made at Saint Peter's Prep will automatically be deposited twice by the bank before being returned to the school. Checks returned by the bank will incur a \$50 NSF charge for each occurrence and result in our refusal to accept personal checks for all payments as long as the student is at Prep. Post-dated checks will not be accepted.

**It is our policy that ALL accounts remain current throughout each school year in order for your son to attend classes, extracurricular activities, sports, etc.** If your account becomes 1 month or more delinquent and you have not communicated with the school, your son may be sent home until the situation has been resolved. If there is a serious change in a family's financial condition, a parent or guardian should notify the Finance Office **immediately**. Prep will attempt to develop alternative payment arrangements. (Limited to no more than three payment arrangement changes per school year). Please note that if your account becomes delinquent and goes into the hands of a collection agency, you will be responsible for all collection agency fees

Extensions: A **short** extension of time may be granted for a serious reason, but only if requested prior to the due date. Requesting an extension before the tuition due-date avoids the late charge. Communication is essential. **Extensions are not granted at the end of the semester. Balances will not be carried over into the next school year.**

**ALL accounts must be completely up to date before school begins in September, at the end of each semester and prior to final exams. Failure to be current prior to the end of the 1<sup>st</sup> semester (or paid a minimum of 40% of the tuition) will result in your son not being allowed to return for the 2<sup>nd</sup> semester. Failure to be paid in full prior to final exams will prevent him from taking his final exams and he will also be held from participating in extracurricular activities (i.e. athletics, prom, foreign exchange, trips, graduation, etc). In addition, if your son is graduating his diploma and final transcripts will not be released until the tuition account is paid in full.**

Change of address/phone numbers **must** be reported **directly** to FACTS in addition to the Principal's Office.

If you have any questions or need additional information, please contact the Finance Office at [billingquestions@spprep.org](mailto:billingquestions@spprep.org) . Any documentation should be mailed to Saint Peter's Prep, 144 Grand Street, Jersey City, NJ 07302 to the attention of the Finance Office.

(Guidelines - Academic year 2022-2023 )