



STELLA MARIS ACADEMY

2802 E 4th St, Duluth, MN 55812

LEAD + LOVE + SERVE

Stella Maris Academy Tuition Policy

Tuition Payment

Stella Maris Academy has contracted with Blackbaud's Tuition Management for administering our tuition program. All tuition payments are received and processed through Tuition Management. All families must select an automatic payment plan. The Business Manager of Stella Maris Academy can answer your questions about Tuition Management. Tuition can be paid in full or in multiple payments as outlined in the Tuition Management account.

A Tuition Management administrative fee is charged to every family. If a family chooses to pay by credit card through Tuition Management, all such payments are subject to processing fees. These fees are charged by Tuition Management and are not administered by Stella Maris Academy. There are no additional fees for paying via ACH through Tuition Management.

Community Support Scholarships

Financial assistance is a confidential agreement between the family and Stella Maris Academy. As such, the family shall not openly discuss or divulge their financial assistance arrangement with others, or risk losing their financial assistance thus making them liable for full tuition and fees for the school year.

Late Payments

All families are responsible for meeting their tuition obligation to Stella Maris Academy on a timely basis. All payments are due on the selected due date. It is the family's responsibility to notify the campus principal or Stella Maris Academy Business Manager if special circumstances arise that make it difficult to meet tuition and other account obligations. Special arrangements and/or adjustments to the family's original payment agreement may sometimes be required. Alternative Financial Arrangements must be made in writing by the family and agreed to by the Stella Maris Academy President prior to implementation.

If payments are not received by the due date, a late fee will be assessed each month until the account is brought up-to-date. In addition to the late fee, you may also be responsible for a follow-up fee per month if Tuition Management's Customer Service Team phones and/or emails you to remind you of the past due balance.

Delinquent Payments

Stella Maris Academy strongly desires that families make every effort to work with the campus principal or Stella Maris Academy Business Manager to resolve tuition delinquency in a timely way. Unless prior arrangements are made with the Stella Maris Academy President, consequences may be imposed if tuition, fees, food service, extended care charges, or any other account with Stella Maris Academy become delinquent.

By way of example, for accounts that are 60 days in arrears, students may be restricted from extracurricular activities or extended day services. For accounts that are more than 120 days in arrears and are not in good standing under an Alternative Financial Arrangement, enrollment may be terminated.

Stella Maris Academy requires that all accounts be in good standing by June 30th to finalize enrollment for the following year.

Late Registrations

Families registering before September 30th are subject to full-year tuition rates. Those who register on or after October 1st shall have tuition prorated over the number of school days they will be attending according to a formula established by the Administration.

Enrollment/Withdrawal Process

Stella Maris Academy utilizes an automatic re-enrollment process for all students, with the exception of PreK. Should a family wish to withdraw from Stella Maris Academy for the following school year, the family is asked to notify the Stella Maris Academy Admissions Office by March 15th. After June 30th, families will incur a financial obligation for the following school year. All Stella Maris Academy property in the family's possession must be returned to the school at time of withdrawal. Replacement charges may be incurred by the family should the property not be returned.

ST. JAMES
715 N 57th Avenue West
(218) 624-1511

HOLY ROSARY
2802 East 4th Street
(218) 724-8565

ST. JOHN'S
1 West Chisholm Street
(218) 724-9392

Stella Maris Academy enters work agreements with faculty and staff and incurs financial obligations for the entirety of the following school year. For Stella Maris Academy to provide for these financial obligations, the parent/guardian assumes a financial obligation for the following school year after June 30th.

To be relieved of financial obligation for the following school year, the parent/guardian must notify the Admissions office by June 30th if the student will be withdrawing. For all other withdrawals, one of the following will apply:

- When a family withdraws a student between July 1st and the first day of school, the family is responsible for 5% of the following academic year's tuition
- When a family withdraws a student at any point in the school year, tuition must be paid through the current trimester of the withdraw date

Rev. 3/21/22