



SAINT JOHN the EVANGELIST CATHOLIC SCHOOL

111 JOHN E. MANN STREET, WARRENTON, VA 20186

Enrollment Terms and Conditions

Saint John the Evangelist Catholic School and Preschool (“the School”) operates under a Continuous Enrollment model and utilizes FACTS Tuition Management for billing and payment processing. This Enrollment Agreement outlines the enrollment and financial obligations required for a student’s continued attendance.

By enrolling a student and establishing or maintaining a FACTS account, parents/guardians agree to the terms outlined below.

Continuous Enrollment

Saint John the Evangelist Catholic School and Preschool maintains a Continuous Enrollment model. Under this model, a student’s enrollment automatically continues each academic year unless the family provides written notice of their intent to withdraw during the designated opt-out period.

Continuous Enrollment begins when this Enrollment Agreement is executed and remains in effect through completion of eighth grade unless the family notifies the School of their intent to withdraw and completes the required withdrawal documentation provided by the School.

Student Information

Parents/guardians are responsible for ensuring that all student demographic and contact information remains current. Updates may be completed by submitting the required Student Contacts form in the PowerSchool Student Information System or by notifying the School office in writing.

Tuition and Fees

As a condition of enrollment, parents/guardians agree to pay all tuition, student fees, and personal fees as published annually by the School.

All tuition and fees are billed and collected through FACTS Tuition Management. Families are responsible for maintaining an active FACTS account and complying with the selected payment plan.

St. John the Evangelist School provides a nurturing atmosphere that recognizes the God-given gifts inherent within each child on the journey toward spiritual and academic excellence.



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While FACTS Tuition Management is the primary method for tuition billing and payments, the School does accept in-person payments at the Parish office. The School must receive in-person payments no later than ten (10) business days before the scheduled FACTS payment due date to ensure proper processing and account crediting. Payments received after this timeframe may not be applied before the scheduled draft date.

If tuition payments become delinquent for more than sixty (60) days, a revised payment plan must be approved by the Business Manager and the Principal. Student records, transcripts, and report cards will not be released until all financial obligations are current. The School reserves the right to pursue legal action for extended non-payment of tuition, and families will be responsible for all associated collection costs.

Tuition must be paid in full by June 30. If payment is not received by this date, families must contact the Business Manager promptly to discuss available options and ensure that the child's upcoming enrollment is not affected.

Annual Tuition Notification

Each January, the School will publish tuition rates for the upcoming academic year, the required annual tuition down payment, and information on financial aid and application deadlines. Families will be provided no less than two weeks' notice before the yearly opt-out deadline.

Tuition Down Payment

An annual, non-refundable, and non-transferable tuition down payment per student is required to secure enrollment for the upcoming school year.

The tuition down payment will be applied to the family's FACTS account in February and will be drafted with the March FACTS payment in accordance with the family's selected payment plan.

Families who notify the School of their intent to withdraw on or before the last Friday in January and complete the required withdrawal form will not be charged the tuition down payment.

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Catholic Tuition Rate Eligibility

To qualify for the Catholic tuition rate, families must be actively registered parishioners of Saint John the Evangelist Parish or another local Catholic parish at the time the tuition down payment is applied through FACTS.

Opt-Out and Withdrawal Policy

Families who do not plan to return for the upcoming academic year must notify the Admissions Team by the last Friday in January. Upon notification, the School will provide a Withdrawal/Opt-Out Form, which must be completed and signed to finalize the withdrawal.

If a family withdraws after the opt-out deadline, the following tuition obligations will apply **in addition to the required tuition down payment**. All fees are **assessed per child** and will be billed through FACTS:

- **February 1 through February 28:** A \$200 *withdrawal fee* per child will be charged.
- **March 1 through June 1:** A \$550 *withdrawal fee* per child will be charged.
- **Withdrawal on or after June 2 through the end of the first trimester:** Families are responsible for the *whole Trimester 1 (T1) tuition* per child.
- **Withdrawal on or after the first day of Trimester 2:** *Full annual tuition* is due per child.

These obligations apply regardless of the reason for withdrawal and are necessary to support responsible staffing, budgeting, and academic planning.

Agreement and Acknowledgment

By enrolling a student at Saint John the Evangelist Catholic School and Preschool and by establishing or maintaining a FACTS Tuition Management account, parents/guardians acknowledge that they have read, understand, and agree to comply with the terms of these Enrollment Terms and Conditions, including all tuition, payment, and withdrawal obligations. These Enrollment Terms and Conditions may be updated from time to time at the School's discretion.

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