

FINANCIAL SUPPORT GUIDE

2024-2025 SCHOOL YEAR

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

Scholarship applications can be found at: [Sacred Heart Jr/Sr High School - Tuition Scholarships & Assistance Opportunities \(sacredheartknights.org\)](https://sacredheartknights.org)

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 four variables:

VARIABLE 1 - Determine which chart to use

There are two tuition charts, one for Catholic families and one for Non-Catholic families.

If your family is Catholic and registered with a Salina Parish, use the Catholic Families Chart. Families that are not members of a Salina Catholic Parish will use the Non-Catholic chart.

VARIABLE 2 - 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.

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.

VARIABLE 3 - Family Income

When determining financial support requirements, family income will be defined as the combined income of a student's parents. It will be the **ADJUSTED GROSS INCOME** figure from the couple's federal income tax form(s). When a family is intact, determining 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 4 - 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 2024-2025 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 \$10,750.00 per year. 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. Any family choosing to pay the full tuition cost DOES NOT need to submit a copy of the most recent tax return.

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 could present a significant challenge for families 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.

ANY family using the table to calculate tuition MUST submit a copy of their most recent tax return. NO EXCEPTIONS! Any family failing to supply their tax return will have tuition calculated at the full cost to educate.

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 \$10,750.00 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 2024-2025 school year.

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 multiple payment options available (see below). All payments are due on or before the dates listed. Please check the appropriate box to indicate your choice.

Payment Plan	Description	Due Date(s)
ACH	automatic deduction from bank account	10th or 20th of each month July 2024 through June 2025 (or as agreed)
ANNUALLY	full tuition due in one payment	7/1/2024
SEMI-ANNUALLY	full tuition due in two payments	7/1/2024 and 1/1/2025
QUARTERLY	full tuition due in four payments	7/1/2024, 10/1/2024, 1/1/2025, and 4/1/2025
MONTHLY	full tuition due in twelve payments	1st day of each month July 2024 through June 2025
SEMI-MONTHLY	full tuition due in 24 payments	as agreed
WEEKLY	full tuition due in 52 payments	as agreed
OTHER	full tuition due as agreed	TBD

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.

Please sign and date the COMMITMENT FORM. The COMMITMENT FORM is due by **April 15, 2024**. **We must receive financial commitments on a timely basis in order to properly plan for the coming year.**

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 cost of education **MUST** provide documentation of income by submitting a copy of the front page of their 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.

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.

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. If this is the case, the family should contact the Business Office for assistance in recalculating their financial support to the school.

Non-Members of Salina Parishes

Families that are not members of a Salina Catholic Parish should refer to the Non-Catholic chart. If a family is a member of a Catholic Parish outside Salina, they should call the Principal.

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 25 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 Business Office for more information

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