



**SAN GABRIEL  
MISSION**  
HIGH SCHOOL  
*An IB World School*

254 S. SANTA ANITA ST.  
SAN GABRIEL, CA 91776  
T: (626) 282-3181 | F: (626) 282-4209  
W: WWW.SGMHS.ORG

## **Tuition Policy**

San Gabriel Mission High School believes that tuition payments are an investment in your daughter's education and religious formation. It is the responsibility of the school administration to ensure that adequate financial resources are available and affordable for all families. In November of each school year, the CEF applications are made available. San Gabriel Mission High School uses this application to determine financial need. Failure to complete a CEF application may result in the loss of financial aid for the following academic year.

## **Tuition Payment**

All families shall be expected to make tuition payments according to one of these payment plans. Each family's preferred manner of payment must be submitted each year at the time of registration in March. Unless indicated, payment will be submitted using the FACTS Tuition Management System. Options for payment include:

- Full Payment:

Under this plan the entire amount of tuition and fees are paid directly to the school on or before July 1st.

- Semester Plan:

Under this plan the entire amount of tuition and fees are paid in two installments, due on July 7th and December 5th. This would be paid through the FACTS plan.

- Monthly Plan:

Under this plan the entire amount of tuition and fees are paid monthly over an 10 – 12 month period beginning in July. This would be paid through the FACTS Plan. Through this plan, the family authorizes their bank to transfer the tuition payment from a checking or savings account on the 5th or 20th of each month. There is an annual fee of \$38.00 for this deferred payment plan.

## **Late Registration**

Families registering after July 1st shall be expected to fulfill their tuition obligations according to the tuition policy stated previously. Tuition for students registering on or after the first day of school shall be pro-rated over the number of school days they will be in attendance.



## Late Payments

It shall be the responsibility of each family to keep the school Business Manager informed of their need to make any changes in their preferred tuition plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late:

- Full Payment:

When full payment has not been made by July 1st, the school will contact the family within five (5) working days concerning the missed payment. At that time, if payment is not made, the family will be required to pay through the FACTS plan.

- Semester Payment:

When semester payment has not been made by July 5th or December 5th, the school will contact the family within five (5) working days concerning the missed payment. At this time, if payment is not made the family will be required to pay monthly through the FACTS Plan. The annual fee would be adjusted accordingly.

- Monthly Payment/Cash Basis:

School families, who choose the monthly payment plan and miss a monthly payment due to insufficient funds, will be automatically charged a \$25 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. After being informed of a missed tuition payment by FACTS, the missed payment will be re-attempted on the next available payment date. If an emergency has occurred, suitable arrangements must be made with the Principal.

## Financial Aid

School donors and benefactors make available tuition awards and scholarships for needy and deserving families. The list of Archdiocesan financial aid recipients is finalized by September of each year. For the sake of your family's security and peace of mind, and for the general financial stability of the school, we encourage parents or guardians to contact the school as soon as possible when circumstances change and they are experiencing economic difficulties.



SAN GABRIEL  
**MISSION**  
HIGH SCHOOL  
*An IB World School*

254 S. SANTA ANITA ST.  
SAN GABRIEL, CA 91776  
T: (626) 282-3181 | F: (626) 282-4209  
W: WWW.SGMHS.ORG

## **Non-Admission/Suspension of Students Due To Tuition Delinquency**

School families failing to pay tuition, and those who have been unwilling to make suitable alternative arrangements with the school, or those families who are 10 days or more in arrears, will be informed that their child/children will be suspended until tuition is brought current. Students must remain at home for the duration of the suspension.

### **Delinquent Tuition from Previous Year(s)**

All previously unpaid tuition must be paid by June 5 directly to the Business Office at SGMHS, if a student is to be re-admitted on the first day of class for a new school year. If payment is not possible, suitable arrangements must be made with the Principal.

### **Tuition Refunds for Full or Semester Payments**

When adhering to the full or semester payment plan, families withdrawing students prior to the first day of school shall be refunded tuition paid, less one month of tuition. After the first day of school, tuition refunds shall be issued for payments made beyond the current month. The current month is pro-rated over the number of school days each student was in attendance. Please allow five (5) working days for any circumstances which need approved refunds. Note: Tuition is non-refundable for families following the monthly payment plan.

### **Registration Fees**

A separate, non-refundable registration fee is paid to the school by March 20th of each year. The current fee is \$500.00 per student for returning students. The non-refundable application and testing fee for incoming freshmen is \$50.00 per student. After the first testing date, the fee is \$60.00 per student. The application fee for sophomores, juniors, and seniors is \$50.00.

### **Returned Checks:**

Families, whose checks are returned for "insufficient funds," must pay by cash or money order for the remainder of the year.