



Sacred Heart-Griffin High School

Office of the President

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March 2019

Dear SHG Parent/Guardian,

Some of you may be wondering why you are receiving this letter later than usual. With the declining enrollment in our parochial grade schools, we can't be sure of our enrollment for the next year until we have the placement test and registration for our incoming freshman class. I am happy to report that we were pleasantly surprised and grateful for the number of eighth graders who took the placement test at the beginning of January. We are hopeful that our incoming freshman class will be about the size of our senior graduating class which will keep our enrollment at about 600.

I sincerely thank you and congratulate you on enrolling your student(s) at SHG. This is an investment that will last their lifetime. Our Gospel based curriculum allows our students and teachers to integrate the teachings of Jesus within all subject areas. Beginning the school day and each class period with prayer helps the students to grow in their relationship with Jesus which is a priceless experience.

Our rigorous curriculum challenges all of our students to work to their potential. We are blessed with a culture in which not only their teachers but students, as well, encourage one another to do their best academically. At SHG we strive to foster critical thinking, the acceptance of responsibility, and the exercise of leadership through service so that our students may grow into responsible, participative members of society.

Setting tuition each year is probably one of the most difficult tasks that the SHG Board of Directors does. At our finance committee meetings, we struggle with keeping tuition affordable and paying our staff a just wage. After much work on the budget for the school year 2019-2020, the Sacred Heart-Griffin Board of Directors has set the **tuition for the 2019-2020 school year at \$9,050 per student**. Reductions for the second, third and fourth child remain the same and are listed in the Tuition packet located on the SHG website.

Interest earned on the endowment along with monies raised by the Advancement Office through the Annual Fund, Mega-Raffle, Mostaccioli Dinner, the Catholic Schools Appeal and the annual donation of the Dominican Sisters gives each student a subsidy of \$4,130. The actual cost of educating a student at SHG is \$13,014.

Knowing that the primary responsibility for financing a student's education lies with the parent/guardian, we will make every effort to work with families who demonstrate the need for financial assistance and want a Catholic, Dominican education. To apply for assistance, please refer to the FACTS Grant and Aid Assessment form which can be found on the SHG website. Click on the *2019-2020 Tuition & Tuition Grant Info* link located in the center of our Home page. To receive financial assistance, the FACTS Grant and Aid Assessment form must be completed. **The completed forms are due by March 15, 2019. Please note that we have less financial aid available this year. Therefore, it is important that you apply early to assure that you receive assistance.**

Payment plan options are also included with this document. **Please return the Tuition Investment Plan with the registration and course fee of \$325 per student by March 15.** If you have questions or concerns, please contact me at 787-9732 or skoconnor@shg.org. **We want to work with you to assure that your student(s) can attend Sacred Heart-Griffin High School.**

Wishing you and your families the peace of Christ,

I am sincerely yours,

A handwritten signature in cursive script that reads "Sr. Katherine".

Sister Katherine O'Connor, O.P.

President

FINANCIAL POLICIES
Sacred Heart-Griffin High School

The **2019-2020 Tuition Investment Plan form along with the 2019-2020 Registration Fee (\$325 per child) should be returned to SHG by all families, including those with an incoming freshman, by Friday March 15.** Return of this form and payment of this fee by March 15 finalizes the student's registration at SHG for the 2019-2020 school year and establishes the family's **eligibility for 2019-2020 tuition grants.** In accordance with Illinois High School Association regulations, **no grants are awarded on the basis of athletic ability.**

JUNE 15, 2019 FIRST 2019-2020 TUITION PAYMENT

The **first tuition payment** for all families is due **JUNE 15, 2019.** (By **June 30, 2019** for families selecting the FACTS Automatic Payment Plan.)

- a. Families selecting the **ANNUAL PLAN** receive a **\$100 discount** if payment is received by **June 1, 2019.** **No discount is applied if a grant is awarded. No discount is applied if payment is made with a credit card.** Families who do not meet the **June 15, 2019** payment deadline are subject to a \$25 late-payment penalty.
- b. Families selecting the **SEMESTER PLAN** receive a **\$50 discount on the second installment** if payments are received by **June 1, 2019** and **December 1, 2019.** **No discount is applied if a grant is awarded. No discount is applied if payment is made with a credit card.** Families who do not meet the **June 15, 2019** and/or **December 15, 2019** payment deadlines are subject to a \$25 late-payment penalty for each missed payment.
- c. Families selecting the **FACTS AUTOMATIC PAYMENT PLAN** pay an enrollment fee of \$45. The **FACTS enrollment** should be completed no later than **May 15, 2019.**
- d. **Failure to meet the June, 2019** payment in **ANY SHG TUITION INVESTMENT PLAN** immediately places the student's **registration, enrollment, and financial grants awarded at SHG in jeopardy.**

PAYMENT POLICIES FOR THE 2019-2020 SCHOOL YEAR

Students whose tuition payments are not current throughout the school year incur the following status:

- a. Not current as of June 15, 2019 and/or December 15, 2019: non-registration status for the 2019-2020 school year and/or the 2019-2020 second semester. Tuition balance owed will be sent to a collection agency unless a satisfactory payment plan is agreed upon by SHG and parents, or if the payment plan is breached.
- b. Not current as of May 1, 2020: non-graduation status (seniors); non-registration status for the 2020-2021 school year (juniors, sophomores, freshmen): withholding of report cards and official transcripts (all students). Tuition balance owed will be sent to a collection agency unless payment plan is agreed upon.

The **2019-2020 Registration Fee** should be paid by **March 15.**

Families with divorced or separated parents, each of whom accepts responsibility for a percentage of tuition and fee payments, may select one of three plans (Annual/Semester/FACTS) for each parent. **If one parent fails to fulfill his or her payment obligations, the other parent must assume financial responsibility for this debt. All charges must be paid by the completion of that current school year.**

PARTICIPATION IN SHG FUNDRAISERS

The one 2019-2020 all-school student fundraiser is the Mostaccioli Dinner/Raffle. Each student is required to sell the assigned quota. Any portion of the student quota not met will be charged to the student's 2019-2020 tuition account.

TUITION/FEE REFUNDS

Tuition is charged on a **quarterly** basis. Unused tuition payments are refunded at the time of a student's withdrawal. **No fees are refunded.**

**TUITION INVESTMENT PLANS
2019-2020**

ANNUAL PLAN

Payment is due **June 15, 2019**.

\$100 discount per student if payment is made to SHG by **June 1, 2019**. **No discount is applied if a grant is given to your family. No discount is applied if payment is made with a credit card.**

1st Student in Family Tuition	\$9050
2nd Student in Family Tuition	\$8550
3rd Student in Family Tuition	\$7550

SEMESTER PLAN

Payments are due **June 15, 2019 and December 15, 2019**.

If payments are made to SHG by **June 1, 2019** and by **December 1, 2019**, a **\$50 discount** is applied to the **second installment**. **No discount is applied if a grant is given to your family. No discount is applied if payment is made with a credit card.**

June, 2019 Payment

1st Student in Family Tuition	\$4525
2nd Student in Family Tuition	\$4275
3rd Student in Family Tuition	\$3775

December, 2019 Payment

1st Student in Family Tuition	\$4525
2nd Student in Family Tuition	\$4275
3rd Student in Family Tuition	\$3775

FACTS AUTOMATIC PAYMENT PLAN

Eleven monthly FACTS withdrawals (June, 2019 through April, 2020)

1st Student in Family Tuition	\$823 Monthly
2nd Student in Family Tuition	\$778 Monthly
3rd Student in Family Tuition	\$687 Monthly

Twelve monthly FACTS withdrawals (June, 2019 through May, 2020)

1st Student in Family Tuition	\$755 Monthly
2nd Student in Family Tuition	\$713 Monthly
3rd Student in Family Tuition	\$630 Monthly

COURTESY ALLOWANCE REDUCTIONS

Vocational School (CACC)	\$1000
Fourth Child in Family (full tuition)	\$9050

**FEES INFORMATION
2019-2020**

- Registration Fee:** \$325 per student to process registration and to cover materials and special expenses of various courses. **Due March 15, 2019.**
- Graduation Fee:** \$100 per senior for added graduation expenses. **Due by September 30, 2019.**
- Schedule Change Fee:** \$35 due at time of student-initiated schedule change. (No charge for office error or teacher-initiated change.)
- Athletic Fee:** \$100 per year per sport (maximum two sports) due at time of student's participation.

ALL FEES ARE NON-REFUNDABLE

- LATE PAYMENTS:** \$25 (Tuition)
\$10 (Fees)

I-20 (International Students)

- Tuition:** \$13,000*
Registration Fee: \$400

***Yearly tuition is determined by the total cost of educating a student at SHG per our annual financial review.**

Please complete and return this Tuition Investment Plan form and your Student Fee payment (\$325 per each student, including incoming freshmen) to the SHG Finance Office no later than Friday, March 15. Students who have not returned this completed form and fee will not receive their schedule on Book/ID Day.

TUITION INVESTMENT PLAN
Sacred Heart-Griffin High School
2019-2020

PARENT/ _____ HOME PHONE _____
GUARDIAN (Mr. and Mrs. Mr. Mrs. Ms.)

ADDRESS _____
Street City Zip

EMAIL ADDRESS or WORK PHONE
(Mother) _____ (Father) _____

CHILDREN ATTENDING SHG 2019-2020

Name (Include last name if different from parents')	Year of Graduation (Circle)			
_____	'20	'21	'22	'23
_____	'20	'21	'22	'23
_____	'20	'21	'22	'23

RELIGION
_____ Catholic _____ Other Faith Tradition
Parish City

We have chosen the following SHG Tuition Investment Plan for the 2019-2020 school year. (Check one)

_____ **PREPAID TUITION**

_____ **ANNUAL PLAN**

Complete payment due to SHG by June 15, 2019. (Discount of \$100 if paid by June 1, 2019.)

_____ **SEMESTER PLAN**

First payment due to SHG by June 15, 2019; second payment due to SHG by December 15, 2019.
(If paid by June 1, 2019 and December 1, 2019, a \$50 discount is applied to the second installment.)

_____ **FACTS AUTOMATIC PAYMENT PLAN** (Indicate one of the following)

- a. First FACTS payment due June, 2019; 11 monthly payments through April, 2020.
- b. First FACTS payment due June, 2019; 12 monthly payments through May, 2020.

We have read and understand Sacred Heart-Griffin High School's Financial Policies. We are committed to following those policies and to completing our educational investment through the plan selected above.

SIGNATURE OF FINANCIALLY RESPONSIBLE PARENT(S)/GUARDIANS(S) DATE

This form and registration payment are due Friday, March 15. Thank you.