



Catholic Diocese of Columbus

500.0 – School Tuition Collection

The controls we institute over funds received towards school tuition are instrumental in assuring that funds are available for carrying out our responsibility for Catholic education.

The policies in this section are in addition to those in **Section 400 – Cash Collection and Receivables**. The additional controls which are to be put in place are outlined in the following policies:

501.0 – Tuition Collection Plan

502.0 – Administration of Student Accounts

503.0 – Educational Subsidy

503.1 – School Subsidy – Eligibility For



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Policy Guideline
 Diocesan Parish School All

501.0 - Tuition Collection Plan

Consistent with Office of Catholic Schools Policy 3433.0, all schools in the Diocese are to have a written tuition collection policy. The policy is to address, but is not limited to, the following topics:

1. payment plans that are available
2. definition of participating member status
3. consequences of late payment
4. consequences of non-payment
5. statement that any student going from one school to another in the Diocese will be accepted only if all financial obligations are current at the sending school

The policy is to be given to parents at the time of registration and included in the Parent/Student Handbook.



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502.0 - Administration of Student Accounts

Each school will establish a recordkeeping system that allows for the posting of amounts due and amounts received from each individual student for tuition and other billings.

This recordkeeping system is critical to understanding if a student's financial obligations are being met. Each significant type of billing (i.e. tuition, cafeteria, registration fee, etc.) is to be tracked separately.

On a monthly basis, the recordkeeping system is to be reconciled to the primary accounting system for the entity.

On a monthly basis, the principal is to perform a review of due, but unpaid tuition. Follow-up with the appropriate family is to be performed as soon as administratively possible. For parish elementary schools, the results of this review is to be communicated to the Pastor.

On a monthly or quarterly basis, the status of due but unpaid tuition is to be reviewed with the Finance Council.

On an annual basis, the recordkeeping system will be the primary source of information for the year-end entry related to tuition due but not collected.



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503.0 - Educational Subsidy

Each participating member of a Parish (see **Policy 503.1** for definition of participating member), is eligible to receive a subsidy towards their child's education in a Diocesan Catholic school.

This subsidy, which is paid directly to the school, is not a scholarship, but is part of a parish's financial obligation towards keeping the cost of Catholic education affordable.

For elementary schools, the amount of subsidy and the subsidy program is set by the Pastor and school based on per student cost less tuition charged.

For interparochial/consolidated elementary schools, the amount of subsidy and the subsidy program is set by the Governing Board, Canonical Authority or sponsoring Pastors, depending on which model is in effect.

For High Schools, the subsidy is set by the Bishop of Columbus and the Office of Catholic Education.



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503.1 - School Subsidy – Eligibility For

In order to be eligible for parish school subsidy, the family must meet four criteria as a participating family:

1. They must be registered in the parish
2. They must be recognized by the Pastor as a family participating in the sacramental life of the parish
3. They must contribute time and talent to the ministries of the parish; and
4. In agreement with the Pastor, they must regularly contribute an appropriate portion of their annual income to the financial support of the parish

The first three criteria are relatively self-explanatory. As to the fourth criteria, it must be noted that a pre-determined amount may not be assigned to “regular contribution” as a qualifier for parish assistance or it is no longer considered a free-will gift which is tax-deductible but, rather, just more tuition paid through the parish rather than directly to the school. Because the fourth criteria includes “in agreement with the Pastor”, there is the opportunity for dialogue where the Pastor believes the family could contribute a larger portion of their fair share of support of the parish.

If the family has registered their child in a school of another parish, the receiving school must obtain a written agreement regarding subsidy eligibility from the sending parish. It is the responsibility of the parents to obtain this information. The standard form can be found in **Office of Catholic Schools Policy 3240.0**.