

**DIOCESE OF DES MOINES  
Catholic Schools Policies/Regulations**

**BUSINESS PROCEDURES**

**Use of Tuition and Fee Statements, Tuition Management Company**

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that all schools utilize tuition and fee statements that are sent or given to the parents/guardians. The statement should reflect the true cost to educate a student at the school and the various sources of revenue to cover this expense. In addition, the statement should be formulated so that the parents/guardians understand that a number of entities, including the parish, are investing in the education of the student and therefore the parents/guardians should support and participate in the activities of these entities.

Tuition will be determined at the local level based on the cost to educate one child for one school year. In addition, in establishing the tuition rate, individual schools should strive to balance the need for income, the continuing obligation of the total Catholic community to support Catholic Schools, and the desire to keep Catholic education accessible for families of all incomes. Schools are strongly encouraged to keep the number of individual fees to a minimum.

Signed enforceable Tuition contracts are required for all families/student(s) attending the school. Contracts should be signed by the pastor or his designee and the responsible party.

There may be situations in which a student is required to attend school outside their home parish. If the student enrolls at another Diocese of Des Moines Catholic school, the position of the Diocese is that the student's home parish will pay the difference between the actual per pupil cost and the tuition, per the guidelines provided to pastors. The transferred cost per pupil support should continue annually as long as the student continues to attend a diocesan school outside their home parish.

Policy Adopted:        March 12, 2007  
Policy Revised:        May 16, 2016  
                                  June 30, 2021

**Use of Tuition and Fee Statements and Use of Tuition Management Company Regulation  
Regulation 807.1**

The Diocese of Des Moines Catholic Schools Office will review and select a tuition management company for use by the Diocese of Des Moines Catholic schools. Each school will use the approved tuition management company to manage tuition collections. Each school will have a tuition payment

process that allows for payment of tuition to begin no later than July 1 and be completed by April 30 of each school year. 12-month arrangements based upon the fiscal year are also acceptable with tuition management company's tuition payments.

Individual schools have the option to develop discount programs for pre-payment and multi-child attendance. However, school policies that violate IRS rules are prohibited.

If a family indicates a desire to transfer to another diocesan Catholic school, the receiving school's principal must notify the exiting school to ensure that the transferring student is in good standing academically, disciplinarily and financially. No school is to allow enrollment until arrangements have been secured to ensure payment of all outstanding accounts. Every effort should be made to prevent families from moving within the diocesan school system to avoid paying tuition for services received.

Policy Adopted: May 16, 2016

Policy Revised: July 30, 2021