

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

BUSINESS PROCEDURES

Use of Tuition and Fee Statements

It shall be the policy of the Diocese of Des Moines Catholic Schools Board 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 2014 guidelines provided to pastors. (see attached) 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

Memo

To: Des Moines Area Pastors
Des Moines Area School Administrators

From: Dr. Gubbels

Re: Home Parishes Supporting Children Attending Catholic Elementary Schools

Date: August 4, 2014

As you recall there is an agreement that parishes (herein called home parish) that do not operate a school and/or parishes whose school or classrooms are filled are expected to financially support those students who enroll in a Catholic elementary school. The home parish should pay the difference between the cost per pupil and the tuition. For example, cost per student \$5,200 and tuition \$3,000. The home parish would pay \$2,200 to cover the difference. This has worked well when there is one student per family, however, when there is more than one student per family a question arises.

All elementary schools charge less tuition for a second and/or third child in a family which has created a concern for the home parishes.

There are a number of considerations to keep in mind when searching for a solution:

1. Every Catholic child should have access to a Catholic school education where available.
2. The Bishops of the United States continue to state that providing a Catholic school education is the responsibility of all Catholics.
3. Every additional student in a classroom, no matter at a full or partial cost per pupil, provides income to help offset the teacher's compensation, lights, heat, etc. Filling each Classroom should be a goal for every school.

In light of the need to recruit as many students as possible in order that they may receive an education that is faith based, the following procedures are to be in effect.

The home parish is to support the first student of a family by providing the difference between the cost per student and the tuition. The home parish is to support the second and third student by providing the same dollar amount as the tuition amount for the second and third student in a family.

Example:

Cost Per First Student	\$5,200
Tuition	\$3,000
Home Parish	\$2,200
Cost per Second Student	\$5,200
Tuition	\$2,200
Home Parish	\$2,200
Cost per Third Student	\$5,200
Tuition	\$1,800
Home Parish	\$1,800