

SAN JUAN DIEGO

CATHOLIC HIGH SCHOOL

**Business Office Contact Information:**

Lisa Landrum – Business Manager

Email: llandrum@sjdchs.org

Call: 512-804-1935 x 107

Office Hours: M – F 7:30am – 4:00p

Frequently Asked Questions: Tuition and Fee Payments

Q: *Where can I find Tuition and fee pricing?*

A: [Tuition and fees](#)

Q: *How do I know if/when my student is awarded Tuition Assistance and what my Tuition installments will be?*

A: When FACTS finishes processing your financial aid application, we will send you an email letting you know if you are either awarded Tuition Assistance or not. That email will explain exactly what your monthly tuition installments will be. The sooner you complete your financial aid application, the sooner you will know.

Q: *When is Tuition billed?*

A: Unless you request otherwise, Tuition is billed over ten installments. The first bill is sent on July 1st (before school starts) and the last bill is sent April 1st. The first tuition payment is due July 15th.

Note: When you accept admission, you are asking us to reserve a spot for your student for the entire school year. This means that we will now make staffing and resource-purchasing decisions based on your commitment. Even though we allow tuition to be paid in ten (10) installments, you are committing to paying the full year of tuition along with any applicable fees. If you decide to withdraw your student during the school year, you may still owe the full annual tuition.

Q: *When is the first Tuition payment due?*

A: The first tuition payment is due July 15th. SJD emails bills on the first business day of each month.

Q: *What form of payments does SJD accept?*

A: SJD requires that each family fill out and submit a Direct Payment Authorization form to pay Tuition/fees.

(If you have a situation that prevents you from complying with this requirement, please contact the Business Office llandrum@sjdchs.org well before July 15th, when your first payment is due.)

Frequently Asked Questions:

Tuition and Fee Payments

Q: *Where can I find the Direct Payment Authorization form to fill out and submit?*

A: [Direct Pay Authorization Form](#)

Q: *What do I do if I do not currently have the funds in my bank account to cover my Direct Payment this month?*

A: No problem! Simply contact the SJD Business Office llandrum@sjdchs.org no later than 3 business days before your debit date and let us know when the payment will be available to debit. We will hold the payment until the date you request. We just ask that you give us enough time to act on your request. Please keep in mind things like Holidays, weekends, or school closure dates. We cannot stop your debit if the bank is closed or we are not in the office to receive your request.

Q: *Can I make lump sum payments throughout the year to reduce my monthly tuition payments?*

A: Yes, just notify the Business Office of what you are doing. We will adjust your monthly tuition amount.

Q: *Do I need to fill out a Direct Payment Authorization form every year?*

A: No. Once you have a Direct Payment Authorization on file, it will remain in effect as long as your student is enrolled or until you send us a written notice to stop using it. The amount will adjust each year to your current monthly tuition. If you want to make any changes, simply let us know before July 1st.

Q: *Can I submit my financial aid application without my previous year's tax return?*

A: You must upload all tax return documentation to FACTS for them to finish processing your financial aid application. I.R.S. may grant an extension of when your taxes are due, but the deadline for submitting to FACTS is May 31st. File your taxes as soon as possible if you plan to apply for financial aid.