



How much does it cost to attend Archbishop Molloy High School?

- Tuition for the 2016-2017 school year is \$8,500.
- There is a re-registration fee of \$200 for **current** 9th, 10th, and 11th graders. (Due June 1, 2016)
- There is a technology fee of \$500 for all **current** 9th and 10th graders. (\$250 due July 1, 2016; \$250 due Dec. 1, 2016)

When is tuition due? Will I receive a bill?

- A tuition payment of **\$850 is due each month, beginning July 1st and ending April 1st.**
- Monthly invoices (beginning in June and ending in March) will be e-mailed to your parent STANNER e-mail address. The first invoice will be e-mailed on June 10th, with initial payment due on July 1st. Your final bill for the school year will be mailed on March 10th, with payment due on April 1st.

Can I pay on a different schedule?

- A single payment for \$8500 can be made on July 1st. Alternatively, we are happy to process several smaller payments or fewer larger payments, as long as you keep your account up to date.

How can I pay the tuition and fees? Do I have to pay the same way each month?

- Your tuition payment may be mailed to the school or sent in with your child; parents are always welcome to stop by the Finance Office (room 104) between 7AM and 3PM on school days.
- Payments can be made with cash, check, money order, ACH debit or credit/debit card (a 3% convenience charge will apply to all credit/debit card payments). Please do not send post-dated checks; we cannot guarantee the deposit date. There is a \$20 fee for bounced checks.
- You can change the method of payment at any time.

What is ACH debit? How do I authorize an ACH debit for direct payment of tuition?

- An ACH debit is the direct transfer of funds from your bank account (savings or checking) to Archbishop Molloy High School.
- An authorization form must be filled out and signed by the bank account owner/s if you choose this option to make payments. This form gives permission to your bank to electronically transfer Molloy the tuition payment each month. The authorization form is available on the school website (molloyhs.org) under the *Parents* tab, and needs to be filled out only once to set up payments for the year. Please return this form to the Finance Office by June 1, 2016.

How do I use my credit/debit card to pay tuition?

- You may call or stop by the Finance Office to process a single credit/debit card payment.
- Alternatively, you may arrange to have your tuition payment automatically charged to your Visa, MasterCard, American Express or Discover Card each month. An authorization form must be completed to arrange for direct payment in this manner, and is available on the school website (molloyhs.org) under the *Parents* tab. Please return this form to the Finance Office by June 1, 2016.
- A 3% convenience charge will apply to all credit/debit card payments.

Can I use my bank's online bill pay feature to pay tuition?

- Yes, you are welcome to use your bank's online bill paying feature. Your bank will mail us a check on the date you choose and we can process that payment in the same way we would process a personal check. *It is extremely important that you include your child's student ID number when you set up the payment information with your bank. Please remember, the first two digits of your child's student ID number changes each year. Please update the payee information with your bank if you already use this method of payment.*

How do I know my tuition payment was processed and applied to the correct account?

- All payments will be reflected on your invoice the month following payment.
- To guarantee that your payment is credited to the correct student account, always return the tear off portion of your invoice with your payment. *If you are paying by check or money order, please include your child's student ID number on the memo line.*

Who should I contact if I have questions about my bill?

- Please contact the Tuition Manager, Mary Stenson, in the Finance Office between 7AM and 3PM. She can be reached at 718-441-2100, ext. 117, or at mstenson@molloyhs.org.