

Non-Parishioners

We ask everyone to be a parishioner, but at this time it is not required.

However, we do give priority placement to our parishioners!

There is no cost to become a parishioner and no requirement to remain one! You are kept up-to-date with parish information and your family participates as you like! See the link to a New Parishioner Form on the Registration page – after completing form, please drop off at the Rectory when completed (320 S. Washington)

Types of Payment Accepted – see **online option below!**

We accept Checks, Online Payment or Cash

Checks: Make checks payable to St. Paul of the Cross

Online Payment Option:

- You may use a credit card or electronic check
- Complete your registration, calculate the tuition and fees
- We ask when calculating the amount owed if you would consider adding **\$5** to cover the credit card/site fee charges
- Go to the Donate page of the PARISH website and choose: St. Paul of the Cross Catechesis Registration or follow the link below:
- <https://www.givecentral.org/location/133/event/30344>
- Type in the amount and follow the GiveCentral directions for finalizing the payment. **IF YOU ARE USING THE ONLINE PAYMENT OPTION, IF YOUR LAST NAME IS DIFFERENT THAN YOUR CHILD'S PLEASE EITHER: Let us know **or** add your child's name in parentheses when you make your payment, so that we are able to match the payment to the Registration Form (RF)**
- **You can even set up a payment plan on the GiveCentral page!**

Please note that this is not a donation – it is a payment for Catechesis Classes and fees
Catechesis tuition is not tax deductible

Cash: If you are paying by cash you must make arrangements for drop off. Please do NOT leave cash in **any** mailbox as we do not take responsibility for any cash left in **any** mailbox.

Mailing Address / Office Location & Dropping Off Paperwork

Our mailing address is as follows:

St. Paul of the Cross
Office for Catechesis
215 Ridge Terrace
Park Ridge, IL 60068

Our Office Location is in the Kinane Center at the above address. If you would like to meet in person – please call or email the office to set up an appointment.

Dropping Off Registrations & Payments

Kinane Center Locked Mailbox– 215 Ridge Terrace –right hand column TOP box

Returned Checks

Returned checks will be charged a \$25.00 fee.

Refunds

Refunds will be issued FOR TUITION & SACRAMENTAL FEES ONLY as noted below:

Before classes start	100%
Thru September 30 th regardless of attendance	25%
After September 30 th regardless of attendance	0%

If you paid through GiveCentral – our processing fee will be deducted from your refund regardless of the timing of your refund.