

St. Rose of Lima School Tuition Payment Policy

This policy has been established to outline the obligation of parents or guardians for the payment of tuition and other incidentals incurred by your student(s). Since St. Rose is fully funded by tuition payments and parish support your timely payment of tuition is very important and appreciated.

Policy Terms and Details

- 1.) Payment is due on the 1st day of each month.
- 2.) Payment is paid over 11 months starting with July and making the final school payment by May 1st of that school year.
- 3.) In the event of a late payment which is the 21st day in which the tuition was due, a \$35.00 charge will be assessed for that month's late payment. An invoice will be sent to the parent or guardian responsible for the account. Please note that this fee is cumulative in the event that tuition is outstanding for more than one month.
- 4.) In the event that tuition becomes 60 days past due, a notification will be sent to the responsible parent or guardian that the student is no longer eligible to receive educational services. Generally a two week grace period will be granted so that other educational arrangements can be made by the parents or guardian.
- 5.) At the discretion of the Board Financial Team, accounts may be sent to a 3rd party collection agent after an account becomes 90 days past due.
- 6.) In the event that an invoice for a either a returned check or late payment fee is not received by the responsible party, it does not remove the obligation of payment. Failure to acknowledge or receive correspondence does not remove the financial obligation.
- 7.) Exceptions to this policy in case of family emergency may be made at the discretion of the Pastor and Principal. An adjusted tuition payment program may be considered when committed to in writing by all parties.

Returned check Policy

- 1.) A fee of \$35.00 will be assessed in the event of a returned check. In the event of a second returned check in the current school year will result in all future payments for that account to be made by cash, cashier's check, or money order.
- 2.) In the event of a returned check, the payment received date will be considered to be the date that the check finally clears or other method of payment has been made. The returned check does not serve to relieve the account of over due or delinquent status.

General

- 1.) Checks that are post dated shall be considered to be payment for the account as of the check date, not the check received date.
- 2.) An overdue account shall be defined as an account with any outstanding balance by the end of the school day on the payment due date.
- 3.) A delinquent account shall be assessed a \$35.00 late fee and is defined as an account that has been overdue for more than 20 days.

- 4.) No student shall receive a report card for any marking period if his or her account is delinquent as of the report card issue date. For the final marking period no student shall receive a report card if his or her account is overdue as of the last day of the school year.
- 5.) Academic records will not be transferred until the outstanding balance payment has been cleared.
- 6.) No student, nor sibling of a student, shall be allowed to register for the next school year if an account is delinquent as of the registration date.
- 7.) No student shall be permitted to begin an academic year with an outstanding balance.
- 8.) A School Board Financial Team shall be appointed by the pastor and principal for the purpose of administering the "Tuition Payment Policy".

**Failure to return any acknowledgement of receipt of this policy does not remove the responsible party from the terms set forth above.