

FINANCE

Policy 4116.1

St. Mary Tuition and Fees Payment Procedures (adopted by St. Mary School Board 3-26-12)

In order to continue to operate the school in an efficient manner, the payments for all fees associated with your child's schooling must be received in a timely manner. These payments are for such things as tuition, C.L.A.S.S. program and lunch tickets. In order to facilitate timely payments St. Mary School has adopted the following schedule:

1. Tuition payments.
 - a. Families commit each year to a schedule for tuition payments on either a 10 or 12 month plan.
 - b. These payments are to be made during the corresponding month of school for the 10 month plan and the corresponding month of the year on the 12 month plan.
 - c. Please note, St. Mary School **will not** send out monthly tuition reminders.
2. C.L.A.S.S. program.
 - a. Payments for the fee incurred by your child attending the afterschool C.L.A.S.S. program should be within the corresponding month in which you received the invoice.
3. Lunch tickets.
 - a. Payments for a lunch ticket are required within one (1) week of receiving the notice for the need of a new ticket.

St. Mary Late Tuition/Payment Procedures

To help in collecting on delinquent accounts the following steps will be taken:

1. Tuition payments.
 - a. Families who are two months (or more) behind on tuition payments will receive a delinquency letter from St. Mary School.
2. C.L.A.S.S. program and lunch tickets
 - a. Families whose child's C.L.A.S.S. program or lunch ticket accounts are more than One Hundred and 00/100 Dollars (\$100.00) or more behind will be sent a delinquency letter.

Once a delinquency letter is received, immediate payment is expected.

In the event of emergency or special circumstance, families are requested to contact the school principal to discuss potential payment options. Once a payment plan is agreed upon between the school principal and the family, it will be sent to the school board for review and respond. The board will respond within five (5) business days from the date of receipt.

If the school board agrees to the terms, they will be placed in writing and put in the student(s) file.

If agreed terms are not met by the family, the student(s) file(s) will be turned over to St. Mary School legal council for collection.

St. Mary School reserves the right to not allow re-enrollment of student(s) until all late tuition payments have been received or the family is satisfying previously arranged payment schedule.

I agree to the above procedures _____ Date _____