



ST. MARTIN OF TOURS SCHOOL 2022-2023 POLICY FOR TUITION COLLECTION

With the letter of intent/registration that parents sign, they must submit an agreement to pay tuition according to a certain plan. The form on which this payment agreement is stated is due with the letter of intent. The first tuition payment is due by June 1st, unless you have received an adjusted payment plan. If the tuition payment is not current or if the signed tuition agreement form is not on file by June 1st, the child, at the discretion of the Business Manager, will not be admitted to school. School packets will be given to all who are current with tuition payment.

- If subsequent payments are not received by 15 days past the due date (the fifteenth of the month), a **\$20.00** late charge shall automatically be assessed to the tuition payment.
- If tuition is not paid in full by the end of the school year, the student(s) shall not be admitted for the following year.
- If the tuition is not paid in full by the end of the school year, the school shall not release any student records until such time as tuition is paid in full or a satisfactory payment plan is agreed upon.
- Tuition payments that are received after the first Monday of August and after May 15th, must be paid with a money order, cashier's check, online or with cash. Also, August packets will not be released unless tuition is current
- If tuition payments become more than two payments in arrears, the Business Manager may consider the payment agreement in default and the full balance of tuition shall be immediately due and payable. A written default notice shall be given to the parent/guardian. Upon receipt of the written default notice, it shall be the responsibility of the parent/guardian within 10 days to cure the default, pay the tuition in full, or make satisfactory arrangements to pay. If the default is not cured, a letter will be sent stating that the student(s)' enrollment shall be terminated.
- The Business Manager shall have the discretion to withhold the report card from any student whose tuition payments are not current at the end of each quarter.
- It shall be the responsibility of the parent/guardian to notify the Business Manager of any change in their financial condition that might result in tuition payment problems.
- An additional charge of **\$30.00** will be issued for each check that is returned due to insufficient funds.

*Education Commission Policy
June 14, 2001*