

ST. MARTIN OF TOURS SCHOOL
2019-2020
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 1, 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 1, 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 (effective January 1, 2000) 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.
- **The new policy effective June 14, 2001, for the August and May tuition payments is, “ANY AUGUST TUITION PAYMENT RECEIVED AFTER THE FIRST MONDAY OF AUGUST OR MAY TUITION PAYMENT RECEIVED AFTER MAY 15, MUST BE PAID WITH A MONEY ORDER, A CASHIER’S CHECK OR 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 at her discretion 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 to us because of “insufficient funds”.

Education Commission Policy
June 14, 2001