



Sacred Heart School Tuition Payment and Collection Policy

Sacred Heart School relies on tuition and fees as an important revenue source necessary to operate the school. When tuition payments and fees become delinquent, it is a serious matter. If a family's financial circumstances change to such a degree that it warrants re-evaluation of the tuition commitment made on your registration form, **it is the responsibility of the family to contact the school principal as soon as possible**. A good faith effort must be made by the family to work with the school to resolve any unpaid balance. Regular account statements are provided, and you may also contact the school to check on your tuition balance.

When payments are not made in the manner chosen on page four of the annual registration form, the following steps will take place:

1. 30 Days Past Due
 - a. At 30 days past due based on the choice indicated on your registration form, a written past due notice will be mailed along with a copy of this signed policy.
 - b. It is the responsibility of the family to contact the school by the date provided on the notice to correct the situation or to request alternative arrangements.
2. 60 Days Past Due
 - a. At 60 days past due based on the choice indicated on your registration form, a written past due notice will be mailed along with a copy of this signed policy.
 - b. The family will also be contacted by telephone by the school principal.
 - c. The pastor will be informed of the situation.
 - d. A \$25.00 late fee will be added to the family's account balance.
3. 90 Days Past Due
 - a. At 90 days past due based on the choice indicated on your registration form, a written past due notice will be mailed along with a copy of this signed policy.
 - b. The family will also be contacted by telephone by the school principal.
 - c. The pastor will be informed of the situation.
 - d. An additional \$25.00 late fee will be added to the family's account balance.
 - e. Future enrollment of children will be placed on hold.
4. 120 Days Past Due
 - a. The family's account will be submitted to a collection agency for assistance with collection of the debt.
 - b. Future enrollment of children will be denied.

By signing and dating below, I am indicating that I have read and understood the above policy.

Signature of Parent

Date