



## Delinquent Tuition and Fees Payment Policy

The success of St. Patrick Catholic School relies upon the commitment of families to:

- Make Catholic education a financial priority;
- Be involved in their children's education;
- Make their tuition and fee payments on a timely basis.

The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it is a serious matter. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the Business Manager as soon as possible. Some examples of such circumstances may be a family emergency, an illness, or loss of employment. Failure to comply may impact your family's ability to get tuition assistance at a future date.

When payments are not made in accordance with the agreement in the FACTS program, the following steps will take place:

### Returned Payment:

- When a payment is returned in FACTS, it will be re-attempted twice. If the payment is successful upon re-attempt and the account becomes current, no further action is necessary. If the payment is returned again, the family must make a payment either online or by bringing in a payment within the next five business days. If this does not occur, then the 30 days past due policy (below) will apply.
- **PLEASE NOTE:** A valid payment account must be set up within FACTS at all times. If a family is notified that their payment source is invalid, a new payment source must be set up by the family within 5 business days.

### 30 days past due:

- When an account becomes 30 days past due under the established agreement, the financially responsible party will receive a notification from FACTS. They will also receive an email from the Business Manager. It is the responsibility of the family to contact the Business Manager within 15 days of receipt of this notification to correct the situation or make an acceptable alternate plan for payment.

60 days past due:

- When an account becomes 60 days past due under the established agreement, and the alternate payment plan is not being fulfilled, the responsible party will receive written notice explaining the commitment and requiring immediate attention to the matter. In addition to this notification, the following will also take place:
  - A face to face meeting will be held with responsible parties, the Business Manager, and Finance Council Chair.
  - Student(s) will not be permitted to pre-register or to return for the following academic year until the balance is paid in full.
  - Report cards and transcripts will be withheld until balance is paid in full, or an alternative plan has been approved.

90 days past due:

- When an account becomes 90 days past due under the established agreement, and previously arranged payment plans are not being fulfilled, the responsible party will receive written notice explaining the commitment and requiring immediate attention to the matter. In addition to this notification, the following will also take place:
  - The Finance Council will be informed of the past due account information.
  - The Finance office of the Archdiocese of Louisville will be informed of the account delinquency.
  - Student(s) will be withdrawn from St. Patrick Preschool, School, After School Care and Extra-Curricular Activities.
  - Student(s) will not be permitted to pre-register or to return for the following academic year until the balance is paid in full.
  - Report cards and transcripts will be withheld until full payment is made.

If a student leaves for any reason during the school year, responsible parties are accountable for tuition and fees according to the following parameters:

- 25% of tuition and fees from the first day of school through September 30
- 50% of tuition and fees from October 1 through November 15
- 75% of tuition and fees from November 16 through December 31
- 100% of tuition and fees after January 1

St. Patrick Catholic School encourages all responsible parties to maintain open dialogue with the Business Manager to ensure a complete understanding of each family's financial circumstances. Our goal is to provide a Catholic education to every student that desires one. By working together, we can make sure this goal is met.