

Delinquent Tuition Accounts

1. The school principal is hereby authorized and directed to deny continued enrollment to any student whose tuition account reflects a balance due and payable remaining from the previous quarter.
2. With respect to any failure to remit when due (i.e., promptly upon receipt) a tuition payment, the school principal is hereby authorized and directed to initiate the following series of actions:
 - A. If the tuition amount reflected on the statement of account or invoice is not paid in full within thirty days after the date of the statement or invoice, then the principal will advise the parent, legal guardian, or other responsible party by letter that the student's tuition account is delinquent and must be brought current within fifteen days after the date of said letter.
 - B. If the payment demanded by the foregoing letter is not made prior to the expiration of the fifteen-day period specified therein, then the principal will advise the parent, legal guardian, or other responsible party via a second letter that if the default in payment is not cured within fifteen days thereafter, then the Advisory Board will be notified of such default and the matter of the student's permanent expulsion from the school for non-payment of tuition will be placed on the Board's agenda for its next regularly scheduled monthly meeting.
 - C. If, thereafter, the student's tuition account still has not been brought current within the fifteen-day period specified by the second letter, then principal will so advise the Board's secretary, place the matter of the student's permanent expulsion on the agenda for the Board's next meeting, and so advise the parent, legal guardian, or other responsible party in writing concerning the date, time, and place of said meeting, at which meeting the Board will consider and act upon the matter.
 - D. In the event that a student is permanently expelled for non-payment of tuition as set forth in the preceding paragraph, such permanent expulsion in no way relieves the parent, guardian, or other responsible party from liability for payment of the tuition balance then due and payable. Moreover, the principal is authorized to take thereafter whatever additional measures may be appropriate, lawful, and necessary in order to collect the tuition balance due at the time of such expulsion.
 - E. If during any school year, the parent, legal guardian, or other responsible party has been notified in writing as described in C., the student's account will be placed on probation for the remainder of that school year.

F. If any tuition bill for a student whose account is on probation is not paid in full within thirty days after the statement or invoice, then the principal will so advise the Board's secretary, place the matter of the student's permanent expulsion on the agenda for the Board's next meeting, and so advise the parent, legal guardian, or other responsible party in writing concerning the date, time and place of said meeting, at which meeting the Board will consider and act upon the matter.

G. No student's account will be considered to be on probation at the time of enactment of this policy, or at the beginning of a new school year.

The above policy was thoroughly discussed and carefully considered by the Advisory Board. It has been adopted only after a determination by the Board that these measures are reasonably necessary to ensure the prompt collection of tuition payments when due, which is essential to the fiscally responsible management of the school, and to achieve equity and fairness in the enforcement the financial obligations that all parents assume in relation to the enrollment of their children. The Board and the administration are mindful of the sacrifices, financial and otherwise, that parents make in order to send their children to Summerville Catholic School and appreciate their acceptance and understanding of the policy set forth herein.

Approved:

Pastor

Date