



## NCS DELINQUENT TUITION AND FEES PAYMENT POLICY FOR PRESCHOOL - GRADE 12

Newman Catholic Schools relies upon the tuition and fees for a substantial portion of the budget to operate an excellent spiritual and educational program. Therefore, when tuition and fees 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 administration as soon as possible. Typically, this occurs when there is a family emergency such as illness or unemployment.

When payments are not made in the manner described by a parent/guardian's tuition agreement form, the following steps will take place:

### 1. Current Balances

All families with students enrolled in Preschool – Grade 12 may check their tuition and fees balance online through the Family Access program.

### 2. 30 Days Past Due

- a. At **30 days past due** under the arrangements established by the Tuition and Fees Agreement Form or through an accepted alternate plan for payment, NCS will mail a past due notice along with a copy of this policy.
- b. It is the responsibility of the family to contact Central Office within 15 days of receipt of the past due notice to correct the situation or make an acceptable alternate plan for payment.

### 3. 60 Days Past Due

- a. At **60 days past due** under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive written notification that their account is past due along with a copy of this policy. **Additionally:**
  - 1) Pastoral leader will be informed of family account balance and activity
  - 2) Report cards and transcripts will be withheld and Family Access to Skyward will be disabled
  - 3) Students will not be permitted to participate in athletic activities
  - 4) Students will not be permitted to participate in extra-curricular activities
  - 5) Students will not be permitted to participate in extended school, club, or organizational trips requiring overnight travel arrangements
  - 6) Students will not be permitted to pre-register for classes or to return for the following academic year until the balance is paid in full or an acceptable alternate plan for payment is in place.
- b. A \$25.00 late fee will be added to the family fee account balance.

### 4. 90 Days Past Due

- a. At **90 days past due** under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive written notification that their account is past due with a copy of this policy. **Additionally:**
  - 1) Pastoral leader will be informed of family account balance and activity
  - 2) The NCS Finance Committee will be informed of family account balance and activity
  - 3) Students will be withdrawn from Newman Catholic Schools
  - 4) Report cards and transcripts will be withheld and Family Access to Skyward will be disabled until payment in full is received
- b. In connection with overdue accounts, Newman Catholic Schools may pursue legal action against, or require promissory notes from, parent/guardians for failure to honor their Tuition and Fees Agreement. Such notes or legal action will only be sought in an amount equal to the fair market value of the educational goods and services provided as established annually by the Education Commission, or the parent/guardian's unpaid tuition and fees commitment, whichever is less.
  - 1) Parent/Guardian account information and activity will be submitted to the Bishop of the Diocese of La Crosse, Diocesan Office of Catholic Schools, and diocesan attorney for review.
- c. If a parent/guardian refuses to act in good faith, Newman Catholic Schools' administration, after consultation with the dean's delegate to Newman Catholic Schools and the families' local pastor, may refuse to accept future enrollment requests from the family and may turn the delinquent balance over to a collection agency.

**5. Families with Students in Grade 12**

- a. All tuition and fees for students in Grade 12 must be paid by May 15<sup>th</sup> or the family must have an alternate plan for payment approved by Newman Catholic Schools.
- b. Senior students will not be permitted to participate in the graduation ceremony or receive grade transcripts until the balance is paid in full or acceptable arrangements for payment are made.

**6. End of School Year Balances**

- a. All tuition and fees must be paid by May 31<sup>st</sup> or the family must have an alternate plan for payment approved by Central Office.
- b. Families with account balances and unpaid fees that do not have an alternate plan for payment approved by Central Office shall receive written notification that their account is past due with copy of this policy. **Additionally:**
  - 1) Pastoral leader will be informed of family account balance and activity
  - 2) Finance Committee will be informed of family account balance and activity
  - 3) Report cards and transcripts will be withheld and Family Access to Skyward will be disabled
  - 4) Students will not be permitted to participate in summer athletic activities including summer off-season league activities
  - 5) Students will not be permitted to participate in extra-curricular activities
  - 6) Students will not be permitted to participate in extended school, club, or organizational trips requiring overnight travel arrangements
  - 7) Students will not be permitted to pre-register or return for the following academic year until the balance is paid in full or an acceptable alternate plan for payment is in place
  - 8) Students will not be issued class schedules, letters of recommendations, etc. until the above conditions have been met

**7. Expectation**

Families who are experiencing an emergency financial situation are encouraged to apply for free and reduced price lunches.

8. Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. (See Diocesan Policy DSP 1391/1392)