



NEWMAN CATHOLIC SCHOOLS (NCS) TUITION COLLECTION AND MANAGEMENT POLICY

Policy review, consultation and approval: January/February 2016. (Review/Revision 1-12-18)

The following is included with Newman Catholic Schools' tuition management policy and procedures beginning with registration for the upcoming school year.

1. All registered NCS families with tuition and fee obligations are required to have a FACTS online payment account. Accounts are easy to establish with a smart phone or computer and there is no cost to the family for establishing the FACTS tuition payment account. FACTS payment plans initiate ACH payments out of checking or savings accounts or with credit cards. Families are responsible for credit card service fees charged by FACTS if choosing to use a credit or debit card rather than a bank account.
2. Any families who have previously established a FACTS tuition payment plan will be automatically reenrolled in the same plan. Over the summer you will be notified of your new payment schedule. At that time, you will have an opportunity to make changes.
3. Families who have personal circumstances that would prohibit them from complying with #1 in this policy will be responsible to request a meeting with the president, controller or dean to discuss the matter and explore alternatives.
4. Families with an annual tuition charge of \$150 or less may choose from 2 payment plans: annual or semi-annual.
5. Families with an annual tuition charge greater than \$150 may choose from 4 plans: annual, semi-annual, quarterly or 10-month.
6. Newman Catholic Schools may accept some tuition payments on a pre-approved, exception basis outside of the FACTS system using a credit or debit card. Newman Catholic Schools will add a processing fee equivalent to the current credit card service fee for any such tuition payments made directly to NCS with a credit or debit card.

DELINQUENT TUITION AND FEES POLICIES PRESCHOOL - GRADE 12

Policy approval: NCS Commission w/ Supporting Pastors: Tuesday, January 26, 2010 (Review/Revision 8-26-12)

NCS relies upon tuition and fees as an important revenue source necessary to operate an excellent faith formation 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 system administration as soon as possible**. Typically, this occurs when a family experiences hardship through emergency circumstances, illness, change in family income, separation, death, etc.

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**
 - a) All families with students enrolled in Preschool – Grade 12 may check their tuition balance online through the Skyward 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 payment plan, NCS will mail a past due notice along with a copy of this policy.
 - b) It is the family's responsibility to contact NCS Controller within 15 days of receipt of the past due notice to correct the situation or request an 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 may be withheld if it is in the school's legal right and/or family and student shall not have access to grades through Family Access in Skyward.
 - 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 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 may be withheld if it is in the school's legal right and/or family and student shall not have access to grades through Family Access in Skyward.
- 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 commission of education 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.

If a parent/guardian refuses to act in good faith, Newman Catholic Schools' administration, after consultation with the dean or dean's delegate to Newman Catholic Schools and the family's 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 account billing and fees for students in Grade 12 must be paid by April 30th 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 account billing and fees must be paid by April 30th 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 a 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 may be withheld if it is in the school's legal right and/or family and student shall not have access to grades through Family Access in Skyward.

- 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. **Financial Grievance Resolutions**

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)

8. **Small Claims Court and Collection Agencies**

It is an important mission of the Catholic Church that children receive an education rich in faith formation and outstanding academics and a Catholic school education is the ideal way to accomplish that. NCS is committed to reach out and work with families to find payment solutions to meet their family's needs.

We believe each party has a responsibility to work together for account resolution. Failure to communicate and work with NCS for resolution of accounts in arrears is a serious matter. Therefore in cases when the debtor has failed to appropriately communicate and work with NCS to resolve his or her tuition account, NCS will be forced to pursue other options for account reconciliation including but not limited to; small claims court and/or outside collection agencies.

Other NCS Financial policies and procedures are available in the current ***Parent-Student Handbook***, which may be found on the NCS website <http://www.newmancatholicschools.com>