



NEWMAN CATHOLIC SCHOOLS (NCS) TUITION COLLECTION AND MANAGEMENT POLICY

Policy review, consultation and approval: January/February 2016. (Review/Revision 1/25/22)

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 an e~Funds 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 e~Funds tuition payment account. e~Funds payment plans initiate ACH payments out of a checking account, savings account, or with a credit card. Families are responsible for credit card service fees charged by e~Funds if choosing to use a credit card rather than a bank account.
2. Payment plans within e~Funds will need to be set up each year. Once tuition and fees for the coming school year are entered in Skyward, families will need to login into e~Funds to setup/create the appropriate payment plan.
3. Families with an annual tuition charge of \$150 or less must pay their tuition and fees by the first day of school.
4. Families with an annual tuition charge greater than \$150 may choose from 4 plans: annual, semi-annual, quarterly or 10-month.
5. A single transaction limit of \$5,000 is the maximum set by e~Funds. If a statement balance is greater than \$5,000, multiple transactions must occur within e~Funds.
6. Newman Catholic Schools may accept some tuition payments on a pre-approved, exception basis outside of the e~Funds system by check.
7. Families who have personal circumstances that would prohibit them from complying with these policies will be responsible to request a meeting with the President to discuss the matter and explore alternatives.

DELINQUENT TUITION AND FEES POLICIES PRESCHOOL - GRADE 12

Policy approval: NCS Commission with Supporting Pastors: January 26, 2010. (Review/Revision 1/25/2022)

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 fee payments 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 and fees commitment, **it is the responsibility of the family to contact the NCS District Office as soon as possible**. Typically, this occurs when a family experiences hardship through emergency circumstances, illness, change in family income, separation, death, etc.

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

When payments are not made in the manner described by the parent/guardian's Payment Agreement Form, the following steps will take place:

1. **30 Days Past Due**
 - a) At 30 days past due under the arrangements established by the Payment 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 the NCS District Office by the date provided on the past due notice to correct the situation or request an alternate plan for payment.

2. **60 Days Past Due**

- a) At 60 days past due under the arrangements established by the Payment Agreement Form or an accepted alternate plan for payment, the family shall receive a written notification that their account is past due along with a copy of this policy. The family will also receive a phone call from NCS District Office.

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) A \$25.00 late fee will be added to the family account balance.

3. **90 Days Past Due**

- a) At 90 days past due under the arrangements established by the Payment 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. The family will also receive a phone call from NCS District Office.

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) NCS will pursue outside assistance to assist with the collection of unpaid balances. See the ***Small Claims Court and Collection Agencies*** section below.
- 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 Payment 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.

If a parent/guardian refuses to act in good faith, Newman Catholic Schools' President will hold future enrollment requests until the family has made arrangements. The family's account will be submitted to a collection agency for assistance with collection efforts.

4. **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 receive grade transcripts until the balance is paid in full or acceptable arrangements for payment are made.

5. **End of School Year Balances**

- a) All account billing and fees must be paid by May 31st or the family must have an alternative plan for payment.
- b) Families with account balances and unpaid fees that do not have an alternate plan for payment 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.

6. **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)

7. **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 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 by clicking here <https://www.newmancatholicschools.com/Page/2497>.