



**ST. MARY CATHOLIC SCHOOL
TUITION AND AFTER SCHOOL CARE PAYMENT POLICY
2019-2020 SCHOOL YEAR**

1. Each family is required to provide St. Mary Catholic School (“the School”) with a completed ACH Authorization Form (attached) and a voided check. A completed ACH Authorization Form and voided check is required regardless of whether a family pays tuition semi - annually or monthly and regardless of whether the family’s children participate in after-school care. The only exception to this is if the family pays 100% of the tuition and all fees annually.
2. The School does not accept cash or checks for monthly tuition, after-school care, or any other expenses incurred during the school year. The only checks the School will accept are for annual tuition payments.
3. Tuition and other expenses must be paid in full each month. On either the 2nd or 16th of each month, a family’s monthly tuition and expenses will be debited from the account listed on the family’s ACH Authorization Form.
4. No later than the 5th of each month, the School will send each family an itemized statement of after-school charges that were incurred by the family during the previous calendar month. Disputes regarding charges on the statement of after-school expenses must be in writing and submitted to the School bookkeeper no later than the 10th of each month. On the 16th of each month, all undisputed charges on the statement of after-school expenses will be debited from the account listed on the family’s ACH Authorization Form.
5. Each family is responsible for notifying St. Mary Catholic School of any changes in its bank or financial institution. The notice shall be made in writing and given to the School bookkeeper at least ten (10) days prior to the scheduled date for any debit under this policy.
6. If a family’s bank or financial institution declines a debit transaction or returns a check made payable to the School, the family will be charged an insufficient funds fee of \$50.00 on the first occasion and \$100 on each subsequent occasion. All insufficient funds fees will be debited from the account listed on the family’s ACH Authorization Form.

7. All families will be notified in writing if they have an outstanding balance with the School. Once notified, a family has ten (10) days to pay the outstanding balance. If the outstanding balance is not paid within ten (10) days, the family's child(ren) will not be allowed to attend the School until the outstanding balance is paid in full.
8. If, after receiving written notice of an outstanding balance, a family anticipates that it will not be able to pay the outstanding balance in full, the family shall notify the School bookkeeper in writing no later than ten (10) days after receiving the written notice. The written notice shall contain a detailed statement explaining why the family is unable to pay the outstanding balance and shall also contain a requested payment plan for the family to pay off the outstanding balance. All payment plans must be approved by the St. Mary Catholic School Tuition Committee ("the Tuition Committee"). The Tuition Committee is authorized to request financial information from a family before making a decision on a payment plan. Additionally, the Tuition Committee may approve, reject, or modify a requested payment plan as it deems necessary based on a family's financial circumstances. Until the Tuition Committee approves a payment plan for a family, all outstanding balances are immediately due and payable.
9. No child will be allowed to register for the next school year unless the child's family has paid in full all outstanding balances owed to the School
10. No child will be allowed to start a new school year at the School unless the child's family has paid in full all outstanding balances owed to the School
11. The School will not release a child's transcript unless the child's family has paid in full all outstanding balances owed to the School.

Name (print)

Signature (under seal)

Date

