ST. IGNATIUS CATHOLIC SCHOOL Policy 1103: DELINQUENT TUITION

In order for the school to conduct business, families are expected to keep their accounts in good standing.

If an account becomes 30 days delinquent, the Business Office will provide written notification. The family must submit an alternative plan for payment, supported by a written statement outlining any extenuating circumstances resulting in the delinquency. This alternative plan and written statement must be submitted to the Business Office within 10 business days of the written notification.

Accounts that are 90 days delinquent will be turned over to a collection agency if an alternative plan for payment has not been approved.

A late payment fee of \$15 per month will apply to all past due accounts.

Accounts must be in good standing by the last day of school in order to secure the student (s) admission the following school year. Additionally, student(s) record(s) will not be released or transferred to a new school until their account is cleared or the necessary financial arrangements have been made to clear the account. If an account is cleared after the last day of school, the family may reapply for admission based on availability.

APPROVED:

Pastor

Date