

## New Board of Education Policy

### P3500 – School Tuition Payment Policy

St. Agnes Parish and School are committed to providing a quality Catholic education to all. We recognize and appreciate the sacrifice that school families make to send their children to a Catholic School.

Therefore, St. Agnes offers a variety of tuition assistance programs to help make your investment in a quality, Catholic education more affordable. However, it is important to note that school tuition alone does not cover the cost of educating your child(ren) for a school year. St. Agnes Parish contributes a significant subsidy for each student to help offset the cost of their education. It is our commitment to you to continue providing quality education with fiscal responsibility.

In order for the school to continue to provide a quality Catholic education, it is necessary for the school to meet its own financial obligations. Toward that end, the following School Tuition Payment Policy has been adopted:

1. It is the obligation of every family with children attending St. Agnes School to remain current with regard to tuition and fees incurred prior to, during and following a school year. Remaining current is defined as being paid in full on or before the date on which payment is due.
2. If payment remains unpaid for thirty (30) days beyond the due date, the Parish Business Manager shall send a delinquency notice. The family has the responsibility to respond to the notice and provide reason for delinquency.
3. After receipt of a delinquency notice, the family shall have fourteen (14) days to either satisfy the outstanding balance, including all applicable late fees, or provide a mutually agreed upon plan of action to the Parish Business Manager to satisfy the outstanding balance.
4. For families who remain uncommunicative with the Parish Business Manager, providing neither payment nor a payment schedule, student attendance shall be suspended. Students shall not be permitted to return to school until balance is satisfied or a mutually agreed upon payment plan is confirmed in writing with the Parish Business Manager.
5. Students from families with outstanding balances, who have not communicated with the Parish Business Manager and/or have not complied with an agreed upon payment plan, shall:
  - a. Not receive report cards or transcripts;
  - b. Not be permitted to register for the following school year;
  - c. Lose priority registration placement privileges;
  - d. Be transferred to the class waiting list;
  - e. Not be added to a class list.

6. Priority placement for determination of selecting and admitting students from the class waiting list shall be determined by the following: (Level 1 having first priority)
  - a. Level 1: Registered active parishioner, including regular mass attendance; financial support of both school and parish; active supporter of school activities, via service hours.
  - b. Level 2: Registered parishioner, including regular mass attendance; financial support of both school and parish.
  - c. Level 3: Non-parish family.