

## **Collection of Unpaid Balances- Parent Responsibility**

### **Stewardship**

St. Patrick School prepares life-long learners for lasting success through a Christ-centered and rigorous curriculum. As a mission of St. Patrick parish, the school seeks to educate children in a family-like setting with classes limited to 20 students. The school families, as stewards and benefactors of the church mission, must also be responsible contributors.

**Parents are responsible for knowing the provisions in this policy which is posted on the school website and included in the Parent Teacher Handbook.**

### **Tuition Collection**

All businesses need a sufficient, steady cash flow to maintain operations. The school is no different. In order for the school to function, tuition payments need to be received on a regular monthly schedule. All accounts need to be paid in full by the end of the fiscal year on June 30<sup>th</sup>. Families with outstanding balances on July 30 lose their priority registration status, but will be allowed to enroll in August if the balance is paid and if enrollment has not reached the twenty child limit.

**\*Should some unforeseen, catastrophic family event occur, a waiver can be sought from the Board of Education and the school will work with you to mitigate your tuition obligation.**

Regular Payment Schedule Options:

Families will choose from these options as part of their Tuition Contract.

1. Full payment at the beginning of the year
2. Electronic Funds Transfer Authorization
3. Credit card authorization
4. One time payment with tax refund (Must be pre-approved.)

Forms are posted on the school website. STO will be credited on the Tuition Contracts when they are issued. Kucera grant notification will be included on tuition contracts.

### **Calendar**

1. January -Notification that balances must be paid in full by June 30 as per this policy.
2. February- Intent to Enroll and second notification to families of this policy.
3. Notice of loss of registration priority for accounts with balances on June 30, 2017.
4. Registration in August is withheld for families with outstanding balances that do not have Board of Education approved waivers.

Notes:

STO awards are known in the spring and are included on tuition contracts. ALL families are strongly encouraged to apply for STO funding. Links to the application are posted on the school website when the school receives them. STO support makes St. Patrick School accessible to all families regardless of income. Families applying for STO tuition assistance may also be awarded local tuition assistance.

*Publish in Parent-Student Handbook and school website.  
Attach to Tuition Contracts.*