



Policy Number: 302 OLA

Series: 300 (Finance)
Policy Title: Withholding of Student Records for Non-Payment of Full Tuition
and Tuition Refund
Effective Date: May 11, 2016
Replaces Policy Dated: May 15, 2013
Version: 1.2

1.0 Purpose

The purpose of this policy is to recognize that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to maintaining the financial and organizational stability of Our Lady of the Angels School.

2.0 Applicability

This policy applies to all families whose children are enrolled in Our Lady of the Angels School.

3.0 Policy

3.1 Withholding of Student Records

- 3.1.1 Registration of a student at Our Lady of the Angels School represents the commitment of the undersigned legal adult(s), a binding contract, to pay the entire school year tuition amount or the adjusted tuition amount due to financial forgiveness.
- 3.1.2 Financial assistance is available and should be discussed with the pastor of the parish where you are registered.
- 3.1.3 The administration of Our Lady of the Angels School reserves the right to withhold academic records for nonpayment of tuition or any other outstanding debts at the time the student is withdrawn.
- 3.1.4 At the discretion of the administration, no report cards or other academic records will be given to the students at the end of the year tuition and other fees (e.g., lunch, fundraiser, and library) have been paid in full.
- 3.1.5 School health records will be released at anytime regardless of tuition status with the appropriate authorization from parent(s) or guardian(s).
- 3.1.6 By signing the Student Handbook Agreement, you are authorizing the school to withhold report cards and other academic records until tuition and other fees have been paid in full.

3.2 Tuition Refund

- 3.2.1 If a student is withdrawn from school *during* the first trimester and tuition is paid in full, one third of the tuition will be refunded.
- 3.2.2 If a student is withdrawn *after* the first trimester and the tuition is paid in full, there will be no tuition refunded.

- 3.2.3 If the parents are using the monthly payment plan, no tuition will be refunded when a student is withdrawn.
- 3.2.4 If the student is withdrawn for extenuating circumstances, for any reason other than a request by the school or mutual agreement during the school year (e.g., job transfer), the remaining tuition must be paid in full unless the administration agrees in writing to refund a portion of the remaining tuition.
- 3.2.5 Extenuating circumstances regarding the withdrawal of a student will be reviewed by the administration on a case-by-case basis.
- 3.2.6 Notification of outstanding debts will be sent by email on a monthly basis.

4.0 References

4.1 304 OLA: Tuition Obligation

Rev Michael P Reid

Executive Pastor
 Holy Trinity Parish
 St. Peter Parish

Page	Review or Change Date	Description of Change	Approved By	Scheduled Revision Date
2	May 11, 2016	Three Year Periodic Review	OLA School Board	May 2019