



**Series:** 300 (Finance)  
**Policy Title:** Tuition Obligation  
**Effective Date:** May 15, 2013  
**Version:** 1.1

**1.0 Purpose**

The purpose of this policy is to underscore the need for prompt payment of tuition by all families. The financial policies of Our Lady of the Angels School are based on the need to maintain a continuous and consistent cash flow and to maintain 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 Our Lady of the Angels School is committed to your child(ren)'s education and spiritual growth.

3.2 In exchange, Our Lady of the Angels School requests your commitment to the financial well-being of our school through honoring your tuition agreement.

3.3 A tuition fee made to Our Lady of the Angels School is used for the education of our children, which consists of the spiritual development and academic achievement of all of our students, teacher salaries, teacher benefits and maintaining of the school building.

3.4 Families who do not remit regularly scheduled tuition payments, as determined by their signed Registration Form, will be considered past due.

3.5 Every charitable effort will be made to collect tuition.

3.6 Should extenuating circumstances occur which inhibit the family's ability to pay tuition; it is the responsibility of the family to make contact with the school principal as soon as possible to make alternate arrangements for payment.

**3.7 Current Year Tuition**

3.7.1 If the families are using the monthly payment plan, a tuition payment will be considered past due when it is more than thirty (30) calendar days behind its payment schedule. The family, or responsible person(s) for tuition payments, may be contacted by the appropriate school administrative personnel by telephone or email requesting that tuition be brought current.

3.7.2 When tuition is 60 days past due, a letter, the tuition account statement and a copy of the school's policy will be sent to the family, or responsible person(s), for tuition payments.

3.7.3 If tuition payments are not current as of December 31<sup>st</sup>, a meeting may be scheduled with the pastor and principal prior to the spring semester.

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- 3.7.4 If all tuition payments are not current three weeks prior to the last day of school, student(s) will not receive academic grades, school transcripts or other student records.
- 3.7.5 Eighth graders with an outstanding tuition balance will be able to participate in graduation exercises and receive a diploma, but will not receive academic grades or school transcripts.
- 3.7.6 All reports cards, academic records, and transcripts are the property of Our Lady of the Angels School and will not be issued to current, transferring or graduating students until all tuition is paid in full.
- 3.7.7 If all tuition payments and other fees are not current prior to the beginning of the next school year, the student(s) may not be seated.
- 3.7.8 Families withdrawing from Our Lady of the Angels School still owing tuition or other school related fees will not be issued reports cards, academic records, and transcripts until all tuition is paid in full.

3.8 Prior Year(s) Tuition Delinquency

- 3.8.1 A tuition payment considered past due and pertaining to prior fiscal school year(s) are considered a prior year(s) delinquency.
- 3.8.2 A prior year delinquency should be due to extraordinary circumstances, such as a parent of a dependent student(s) losing his or her job, and will be dealt with as charitably as possible. All cases will be handled in a confidential manner for consideration to return for next fiscal year.
- 3.8.3 Person(s) responsible for the obligations should be working closely with the appropriate school administrative personnel.

**4.0 References**

- 4.1 302 OLA: Withholding of Student Records for Non-Payment of Tuition

*Kenneth J. Lawrence*  
Pastor, Holy Trinity Church

*Rev. Dominic M. DiBuccaro*  
Pastor, Saint Peter Church

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