

St. Peter's Elementary School Tuition Payment Policy

WHEREAS, St. Peter's Elementary School is a self-funding school; and

WHEREAS, all expenses must be paid from the tuition payments for students; and

WHEREAS, timely payment of a student's tuition ensures that the school can pay its financial obligations in a timely manner; and

WHEREAS, in an effort to keep tuition costs reasonable and to work within a budget that depends on every student's tuition, the School Board has found it necessary to adopt a new tuition policy.

NOW THEREFORE, the policy of the Board of the St. Peter's Elementary School shall be as follows:

- A. Students will not be allowed to start the school year unless the registration fee, book fee, and any payments due prior to the first day of school have been paid in full.
- B. In the event that a student is withdrawn before his/her official first day of school, only the book fee will be refunded. Registration fee and tuition already paid will not be refunded. However, there will be no further financial obligation for the current school year.
- C. In the event that a student is withdrawn after school begins, no tuition, registration fee or book fee will be refunded and there will be an obligation to pay the balance of the tuition for the entire school year.
- D. Any checks or direct debits issued on the student's behalf for fees or tuition that are returned by the bank for any reason will be subject to a handling fee per return item directly by the company operating the school's automatic debiting of tuition. This is in addition to any fees charged by the bank or financial institution where the account is held.
- E. All students not paying tuition in full prior to the start of the school year must utilize an automatic debiting company, which will withdraw the amount of tuition on a monthly or quarterly basis, as established at the beginning of the school year. Use of this automatic debiting service is mandatory for all students without exception.
- F. Tuition payments not paid by the 15th of the month in which it is due shall be subject to a 5% late fee.
- G. If a tuition payment is more than one month late, the student may be excluded from the school and a collection agency may be contacted if prior arrangements have not been made with the school office.
- H. If all tuition and any fees incurred during the year have not been paid before the date of graduation, the student may not be allowed to participate in graduation. School records will not be released until all fees and tuition have been paid.
- I. If all tuition and fees are not paid in full by the end of the school year, the parents of the student will owe any collection charges incurred to collect the unpaid debt, unless prior arrangements have been made with the school office.

Parent Signature: _____ Date: _____