



St. Francis of Assisi Catholic School Delinquent Account Policy 2019-2020 School Year

St. Francis of Assisi Catholic School has established a delinquent account policy concerning any and all accounts that carry a past due balance.

Tuition and Fees are payable through FACTS by Automatic Deduction (a financial account must be linked to the FACTS account) and can be paid Annually, Quarterly or Monthly. Monthly payments are payable from May 2019 thru March 2020. Incidental Fees are billed with a 10-day allowance.

The Delinquency policy for a **FACTS Payment Plan**, which includes Tuition and the Technology Fee is as follows:

- a) At 30 days past due, the family will receive a written notification from the business office and documentation will be filed in the students permanent file. All students in the family will not be permitted to participate in sporting events and other extra-curricular activities until account is current.
- b) At 60 days past due, the parents will be contacted by school administration and a meeting will be set to occur within one week.
- c) At 90 days past due, parents will be notified in writing that all students in the family will not be allowed to attend school until the balance is current.
- d) If a family is past due at time of re-enrollment, those students will not be permitted to re-enroll until the balance is current.
- e) If a family is past due as of July 1, 2019 those students will be un-enrolled for the 19-20 school year until the balance is current.
- f) Records (transcripts, report cards, etc.) will not be released until account is cleared by the Business Office.

The Delinquency policy for a **FACTS Incidental Account** which includes charges billed for Extended Care, Summer Camp, Workbooks, Field Trips, Sprit Shop, Etc. is as follows:

- a) After the 10-day allowance, a late fee will occur.
- b) At 30 days past due, the above policy for a delinquent payment plan will be in effect. Students will not be allowed to attend extended care/summer camp, field trip or other extra-curricular activity until the charge is paid.

Please note that FACTS will charge a fee for every failed collection attempt. A payment becomes unresolved after three failed collection attempts and it is then the responsibility of the parent to make the payment.

For more information regarding the St. Francis of Assisi Catholic School delinquency policy, please contact the Business Office at 901-381-2566