

Tuition Payment and Collection Policy
FACTS Tuition Management Payment Options

Payment Plans	Payment Schedule	Fee Schedule
Deposit	The non-refundable deposit is due February 18, 2022 with the Enrollment Agreement	\$1,000 (applied toward tuition)
Pay in Full	Payment is due July 1, 2022 (1% discount on tuition only)	Free
60/40	60% due July 1, 2022; 40% due December 15, 2022	Free
Seven-month	July 2022 through January 2023	\$50 annual FACTS fee per family
Ten-month	July 2022 through April 2023	\$50 annual FACTS fee per family
Twelve-month	July 2022 through July 2023	\$50 annual FACTS fee per family
NSF fees	Returns for Non-Sufficient Funds	\$25 HCA fee (each occurrence)

Payment Schedule and Penalties

1. First day of school: Must start school with no previous year's balance.

2. Thirty (30) days past due:

1. A "past due" letter will be sent to any family with tuition more than 30 days past due.
2. A copy of the Tuition Collection Policy will be enclosed with the letter.
3. A late fee of \$25.00 will be added to the student's account.

3. Forty-five (45) days past due:

1. A "past due" letter will be sent to any family with tuition more than 45 days past due.

4. Sixty (60) days past due:

1. A "past due" letter will be sent to any family with tuition more than 60 days past due.
2. The student will not be permitted to participate in any school events or extra-curricular activities (including, but not limited to, sports, clubs, band, musical/play, etc.)



3. A late fee of \$25.00 will be added to the student's account. This late fee is in addition to the \$25.00 added at the 30 days past due time.
4. The parent portal will be put "on hold". This means the family will be unable to access current marking period grades or prior semester grades.

5. Ninety (90) days past due:

1. A "past due" letter will be sent to any family with tuition more than 90 days past due.
2. The disenrollment process could begin. This means the student will not be permitted to attend classes after the last day of the current marking period.
3. A late fee of \$25.00 will be added to the student's account. This late fee is in addition to the \$25.00 fees added at the 30 and 60 days past due.

6. Disenrollment Process:

1. Any student that has an outstanding balance that extends beyond 90 days will be disenrolled from the School at the end of the current marking period.
2. A disenrollment letter will be mailed to the family via certified and regular mail. The letter will state the amount owed and payment date to avoid disenrollment. The letter will state the last date the student will be permitted to attend classes unless the stated amount is paid.
3. The student must turn in all classroom materials (including, but not limited to, text books, classroom equipment, school owned chromebooks, etc.) to the Business Office on the last day of classes.
4. Payment for the full student account balance must be secured from the family or an equitable Payment Agreement must be established to satisfy the student account balance before the disenrollment process can be terminated.

7. Contract Terms: The school deems a failure to make timely payment of tuition and fees to be a breach of the contract per the Enrollment Agreement. The school reserves the right to expel a student, without terminating the contract, until the financial issues have been resolved. This does not alter the school's right to terminate the contract. In all cases, the School reserves all rights, at law, or in equity, to collect any past-due tuition. If a family needs to enter into a payment agreement that deviates from the standard payment plans offered through the FACTS tuition payment system to satisfy a student account balance, Holy Child Academy may offer to establish a payment agreement with the family. This will be at the discretion of the School and will take into account balance and financial ability of the family, the remaining months until the school year is completed, and any extenuating circumstances facing the family. If the family breaches the payment agreement, the disenrollment process could begin and the school reserves the right to enforce any or all the terms and conditions stated in the payment agreement.

8. Effective Date: The effective date of this policy is July 1, 2022. Any existing delinquent accounts will be addressed without penalties with the caveat that no student may return to school on August 31, 2022 with any outstanding balances.

9. Transcripts, Graduation and Post-graduation Policy: If any outstanding balance remains on a student's account, Holy Child Academy reserves the right to not send student records to any other educational institution as well as the right to not permit the student to participate in graduation and/or to withhold the student's diploma and transcript. Once the student account balance is paid in full, the diploma and transcripts will be released.

10. Financial Aid: If Financial Aid is awarded, it is contingent upon meeting the agreed upon payment terms.

11. Payment Agreement: If a family needs to enter into a Payment Agreement that deviates from the standard payment plans offered through the FACTS tuition payment system to satisfy a student account balance, Holy Child Academy may offer to establish a Payment Agreement with the family. This will be at the discretion of the School and will take into account the balance, financial ability of the family, the remaining months until the school year is completed, and any extenuating circumstances facing the family. Except in extraordinary situations, the Payment Agreement is to establish a plan to have the full account balance paid by the end of the current school year. If the family breaches the Payment Agreement, the disenrollment process stated above will be initiated and the School reserves the right to enforce any or all the terms and conditions stated in the Payment Agreement.

12. Past Year Student Account Balance: If, as of the first day of school, a family has a prior year outstanding student account balance or has breached an existing Payment Agreement, the student will be denied the right to attend school. The outstanding balance includes the registration fee for the current year. If the student arrives at the School, the parent/guardian will be called to pick up the student. The student will be permitted to begin School once the student account balance is paid in full.

In all cases, the School reserves all rights, at law or in equity, to collect any past-due Tuition. This may result in referring your account to a collection agency or pursuing legal action.

13. Withdrawal: You may withdraw your child before the 2022-2023 academic year begins without financial obligation, except for the loss of the non-refundable deposit, **only** if the Academy receives written notice of withdrawal prior to July 1, 2022. If you subsequently withdraw your child or if he/she is dismissed for any reason, you will be liable for a pro-rated portion of the year's tuition and fees.

(rev. January 2022)