



# Financial Accountability Policy

The success of our Catholic school hinges upon the commitment of families to make Catholic education a financial priority, be involved in their child’s education, and make their tuition and fees payment(s) on a timely basis. The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget.

## Tuition Payment Schedule and Procedures:

### Upon registration or reregistration –

- A student’s parent or financially responsible party will complete a contract by selecting a payment plan option for the upcoming school year through the 3rd Party Financial Aid System tuition management system. There are three tuition payment plans:
  - One-time payment
  - Semi-Annual payment
  - 10 monthly payments
- **Registration or reregistration will not be complete until this contract is established.**

Date	Registration Timeline	Payment Timeline
January 1st		2 <sup>nd</sup> payment due for semiannual payers
February 1st	3RD PARTY FINANCIAL AID SYSTEM Grant and Aid is open for the coming school year. If financial aid and/or free and reduced-price lunch is being requested the 3rd Party Financial Aid System application <b>MUST</b> be completed prior to any awarding of aid or free and reduced-price lunch.	
March 31st	Deadline for financial aid application in order to be included for consideration for the upcoming school year. PLEASE remember only those that have submitted the 3rd Party Financial Aid System application will be considered for aid.	
April 30th		Final tuition payment due for current academic year. All accounts <b>MUST</b> be brought up to date for continued enrollment.
April 15th	Based upon financial aid granted tuition payment plan contracts will be transmitted for signature by parents and/or the financially responsible party.	
May 15th	Deadline for returning signed tuition payment contracts.	
July 1st		<b>First payment is due.</b> All payments: 10 months, semiannual and one-time payers are due on July 1 <sup>st</sup> .

August 1st	<ul style="list-style-type: none"> <li>• Notices will be sent through 3rd Party Financial Aid System, by mail, and by phone call to any family who is not in good standing relative to tuition payment.</li> <li>• <b>Please be aware:</b> If the Annual, first payment of Semi-Annual or first month's tuition (due July 1st) are not paid in full, <u>your student will not be admitted on the first day of school.</u></li> </ul>
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When tuition and fee payments become delinquent, it can quickly become a serious matter for the school community.

School personnel understands that unexpected situations can and do arise and will strive to work with families. If unforeseen financial circumstances arise, families are responsible for contacting the school's Business Manager and/or Head of School as soon as possible to review the financial hardship and seek a mutually agreeable alternative tuition payment plan. When payments are not made in accordance with the tuition agreement, the following steps will take place:

## Delinquent and Past Due Accounts Policy

### 30 days past due:

- When an account becomes 30 days past due under the tuition agreement established at the time of enrollment or reenrollment, the financially responsible party will receive written notification requesting that tuition be brought current and they contact the Business Manager and/or Head of School concerning the extenuating circumstances that have arisen.
- Upon receiving the written notification, it is the responsibility of the family and/or financially responsible party to contact the school's Business Office to bring the account up to date or to create an alternative tuition payment plan with the school. The business office telephone numbers are (607) 734-2267.
- Any payments received by Notre Dame High School will first be applied toward the outstanding tuition balance before the student may participate in any extracurricular activities – including athletics – or receive any goods and services from the school.
- A twenty dollar (\$20.00) late fee will be assessed to the tuition account

### 60 days past due:

- When an account becomes 60 days past due a certified letter will be issued to the financially responsible party. The notice will reiterate the terms of the financial commitment and request immediate attention to the matter and to contact with the Business Manager and/or Head of School.
- In addition to this notification, student(s) **will not be eligible for extracurricular activities, even if the activity/season has begun** and will have a hold put on student records and transcripts until the overdue balance is paid in full or an alternative plan has been approved. Further, Access to School Tool will be suspended.
- A forty dollar (\$40.00) late fee will be assessed to the tuition account.

- The responsible party will be required to set up automatic payments by credit card or ACH bank transfer.

**90 days past due:** When an account becomes 90 days past due a second certified letter will be issued to the financially responsible party. The notice will reiterate the terms of the financial commitment and request immediate attention to the matter.

- In addition to this notification, student(s) will not be permitted to attend classes until the overdue balance is paid in full or an alternative plan has been approved. The alternative plan may require a co-signer.
- An eighty dollar (\$80.00) late fee will be assessed to the tuition account.

**10 Days after the date of the 90-day letter:**

- The account will be turned over to a professional collection agency
- The school will terminate the student's enrollment. For Students terminated in this manner the responsible party must make payment **IN FULL** or **establish a payment plan with the Head of School** before their enrollment will be reinstated.
- Records and Transcripts will not be generated until the delinquent tuition, up until termination, is paid in full.
- The school will stop communication with the account holder and it becomes the sole responsibility of the financially responsible party to contact the collection agency and make arrangements to bring the account into good standing.
- **In the event the collection agency is unable to make collection, the account will be reported to three national credit bureaus which will thus dramatically negatively affect the debtor's credit rating and credit score**

**Exclusion Policy:**

- Non-payment of a prior year's tuition will result in non-admission for the following school year.
- All tuition and fees must be current the first day of class or the student(s) will not be seated.
- Student(s) will be dismissed for non-payment of financial obligations when the financially responsible party has failed to demonstrate sufficient good faith in attempting to meet these obligations.

The school encourages all responsible parties to maintain **proactive**, open communication with the Business Manager to ensure a complete understanding of each family's financial circumstance. The goal of the school is to provide a Catholic school education to every student that desires one. By working together, we can make sure this goal is met.

**Non-Admission of Students Due to Tuition Delinquency** -Families who fail to pay tuition according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements with the school will be informed that their child/children will not be readmitted to Notre Dame High School. All families must be current in their payment of tuition, according to the following timetable:

- **By August 1st:**
  - If the Annual, first payment of Semi-Annual or first month's tuition (due July 1st) are not paid in full, your student will not be admitted on the first day of school.
  - **Seniors requesting permanent records be transmitted must have up to date accounts prior to the transmission of such records.**

- **By January 1st:**
  - If payments are not up-to-date, your child will not be eligible for semester examinations **and will not be** re-admitted to school for the beginning of the second semester
  - **Seniors requesting permanent records be transmitted must have up to date accounts prior to the transmission of such records.**
- **By April 1<sup>st</sup>:**
  - If tuition is not current by this date, your student will not be eligible for re-enrollment for the following school year.
  - **Seniors requesting permanent records be transmitted must have up to date accounts prior to the transmission of such records.**
- **By June 1<sup>st</sup>:**
  - If payments are not up-to-date, students will not be eligible for final examinations and their permanent records (transcripts, report cards, diploma or letters of graduation) will not be released by the school administration.
  - **Seniors requesting permanent records be transmitted must have up to date accounts prior to the transmission of such records.**

## Financial Aid –

**Tuition payments must be current for current students in order to be considered for Financial Aid**

- Families who feel they may be eligible for financial aid **must** submit an ONLINE application through 3rd Party Financial Aid System, on an annual basis. No financial aid will be awarded unless a 3rd Party Financial Aid System application has been submitted.
- **Financial aid requests and awards are made on an annual basis. Prior receipt of financial aid does not necessarily indicate continued receipt of aid.**
- Links to the financial aid application will be available on the website [www.notredamehighschool.com](http://www.notredamehighschool.com). **ONLY ONLINE APPLICATIONS WILL BE ACCEPTED. If any information is missing, the application will be considered incomplete and NO FUNDS will be allocated for your child.** All applications must be submitted by March 31, of the year prior to enrollment. **All applications received after March 31, of the year prior to enrollment will be charged a \$35.00 processing fee.** You will be notified through email of the decision by April 15<sup>th</sup>. **This financial aid may be revoked at any time.**
- Requests for Free or Reduced Lunch are evaluated based upon the completed financial aid application.
- **If assistance is needed to complete the procedure for applying for financial aid please contact the Business Office ASAP.**

**Adopted 02/22/2021**