



Archdiocese of San Antonio  
Notre Dame Catholic School  
Kerrville, Texas

August 2014

#### POLICY FOR NON-PAYMENT OF TUITION AND FEES

All parents of students attending Notre Dame Catholic School (NDCS) should be aware that a significant portion of the school budget is funded by tuition payments, even though tuition income does not cover the full cost of educating the children attending NDCS. Therefore, enrolling a child into NDCS includes a commitment by the parents to make the required payment of tuition and fees in a timely manner. NDCS does have limited funds available for tuition assistance through its Guardian Angel Fund. This assistance, however, requires previous application and is governed by another policy in the handbook. Scholarships received through the Guardian Angel Fund cannot be utilized to pay previous balances.

Although most parents of NDCS are faithful in paying their tuition obligations on time, this policy explains how delinquency or non-payment of tuition and fees will be handled.

The principal, pastor, and finance officer governing NDCS recognize that unforeseen hardships sometimes occur during the school year, resulting in delayed payment of tuition and fees. Therefore, parents who desire a revised payment schedule are encouraged to submit a request for such to the NDCS bookkeeper. All revised payment schedules must be approved by the Principal, in his or her sole discretion.

When such alternative plans are not made and tuition or fee payment falls behind, the following protocol will be followed:

1. Payments are due the 1<sup>st</sup> of the month with a grace period until the 15<sup>th</sup> of month. After the 15<sup>th</sup> of the month a \$10 late fee will be added to the tuition.
2. If there is a tuition balance 30 days overdue, an additional fee of \$35 will be added to the tuition and the family will be contacted about payment by the NDCS bookkeeper.
3. If payment is 45 or more days overdue, the family will be contacted by the NDCS finance officer to discuss a revised payment schedule.
4. Any significant balance more than 60 days past due, without an approved revised payment schedule, puts the governing body of NDCS in the difficult but necessary position of asking the family to find another school setting for their child/children.

In every case, all tuition and fee balances must be paid or arrangements made 30 days before the closing of the school year. If balances remain from the prior school year and alternative arrangements have not been made, NDCS will unfortunately be unable to enroll that child or children for the following year. Any 8th grade student who is not current in tuition or fees will not be able to participate in the graduation exercises or receive his/her diploma. All accounts for the family must have a zero (0) balance.

It is the goal of the governing body of NDCS to offer a secure present and future for the education provided for the children entrusted to their care. This requires the cooperation and assistance of everyone concerned to maintain the responsible payment of all tuition and fees.

All Parents and Guardians Must Sign the Statement of Financial Responsibility prior to August 18, 2014.

Name of Student and Grade:

_____	_____
_____	_____
_____	_____
_____	_____

Scheduled tuition for family for 2014-2015 school year: \$ \_\_\_\_\_  
Fees: \$ \_\_\_\_\_

Financial Assistance for the 2014-2015 school year:

Hope for future: \$ \_\_\_\_\_  
Guardian Angel: \$ \_\_\_\_\_  
Other: \$ \_\_\_\_\_

Total Due for family for 2014-2015 school year: \$ \_\_\_\_\_

Select a payment plan: ☐ Plan 1 – Ten Payments due 1<sup>st</sup> of each month beginning Aug 1, 2014  
☐ Plan 2 – Two Payments due Aug. 2014/ Dec. 2014  
☐ Plan 3 – One Payment due Aug. 2014  
☐ Plan 4 – Twelve Payments due 1<sup>st</sup> of each month beginning July 1, 2014

### STATEMENT OF FINANCIAL RESPONSIBILITY

I understand the financial policies stated in this letter and in the Parent/Student Handbook. I understand when tuition payments are due, and the amount due, based on the plan I have selected. I understand the fees that are due prior to August 18, 2014. I agree to make timely payments, and to communicate with the school office if I am unable to do so. I understand and accept the consequences of late payments, as stated in this letter. I understand that my tuition and fee payments are important to the operation of the school. I accept the financial responsibility of sending my child or children to Notre Dame Catholic School.

_____ Parent or Guardian Signature	____/____/____ Date Signed	_____ Relation to Student(s)
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\_\_\_\_\_  
Printed Name of Parent/Guardian

_____ Parent or Guardian Signature	____/____/____ Date Signed	_____ Relation to Student(s)
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Printed Name of Parent/Guardian

_____ School Bookkeeper Signature of Receipt	____/____/____ Date Signed
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