Department of Catholic Schools

Archdiocese of San Antonio

2718 W. Woodlawn Ave.

San Antonio, Texas 78228

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Delinquent Tuition and Fees Payment Agreement
Based on Archdiocesan Policy 4405 B

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. Therefore, when tuition and fee payments become delinquent, it can quickly become a serious matter.

The school understands that unexpected situations can and do arise and the school strives to work with families. If unforeseen financial circumstances arise, families are responsible for contacting the school's Business Manager and/or principal 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:

30 days past due:
- When an account becomes 30 days past due under the established tuition agreement, the financially responsible party will receive written notification requesting that tuition be brought current or that they contact the school to create an alternative tuition payment plan.
- 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 (210) 478-5042 or (210) 478-5039.

60 days past due:
- When an account becomes 60 days past due, the school's principal will issue the financially responsible party a written notice by certified letter. 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 pre-register for the following academic year or to return after the current semester until the balance is paid in full or an alternative plan has been approved.
- Eighth graders cannot take part in graduation exercises.

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 at the end of a semester for non-payment of financial obligations when the financially responsible party has failed to demonstrate sufficient good faith in attempting to meet these obligations.
- Students will be allowed to complete all academic work in progress before terminating enrollment for non-payment of tuition and/or fees.
- During the school year students will not be allowed to participate in field trips and/or school sponsored activities including, but not limited to, pep squad, dance team, twirling, cheerleading, music lessons and middle school sports.
- Eighth graders cannot take part in special events and graduation exercises, nor receive any scholarship monies awarded through the school-sponsored scholarship awards which are presented at the graduation ceremony, until all financial obligations are met.

The school encourages all responsible parties to maintain 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.

I, _____, have received and reviewed this Delinquent Tuition and Fees Payment Agreement and agree to its terms and conditions.

_____   _____
Printed Name (Parent/Guardian)   Student(s) Name

_____   _____
Signature (Parent/Guardian)   Date

I, _____, have received and reviewed this Delinquent Tuition and Fees Payment Agreement and agree to its terms and conditions.

_____
Printed Name (Responsible Party for Payment of Tuition)

_____   _____
Signature (Responsible Party for Payment of Tuition)   Date