



Tuition and General Fees Payment

Tuition and general fees may be paid in one of two methods:

1. Payment in full prior to the beginning of the school year or
2. Automatic bank account withdrawals by the St. Henry Parish Office over a 12-month period beginning in July and extending through June.

The usual method for collection of tuition and general fees for St. Henry Catholic School is automatic bank account withdrawals managed by the St. Henry Parish Office. Withdrawals are made on the 5th day or 19th day of the month, as specified by the family, for a twelve month period beginning in July and ending in June. Any family also may choose to pay the full amount of tuition and fees for a school year before the end of July. Each family is responsible for designating at least one person (normally parents or guardians) who is liable for payment of all tuition and fees. If additional people (e.g., a student's grandparent or grandparents) wish to assume liability for payment of the family's tuition and fees, that person should also be designated. All people who assume liability for payment of tuition and fees should indicate their agreement by completing and signing a form provided by St. Henry Catholic School. If more than one person is designated by a family and agrees to be liable, then all of the persons named will be jointly and severally liable for payment of all tuition and fees. If all tuition and fees are not paid on a timely basis, St. Henry Catholic School may seek payment in full from any person designated by the family to pay tuition and fees, whether or not it seeks payment from others. Family members (for example, parents who are no longer married) may make agreements between themselves concerning how much each will pay toward a family's tuition and fees. However, such an agreement is between those who make it; St. Henry Catholic School is not bound by their agreements, and, in St. Henry Catholic School's discretion, may seek payment from any and all people who agreed to be liable. St. Henry Catholic School will cooperate with reasonable requests for assistance from people who are sharing payment of a family's tuition by, for example, making two monthly withdrawals. Each person who is designated by a family as liable for payment of tuition and fees may give information to St. Henry Catholic Church and School personnel concerning payment of tuition and fees. St. Henry Catholic Church and School personnel may give information concerning a family's tuition and fees account to all people who have been designated by a family as liable for payment of that family's tuition and fees, including information regarding payment or non-payment by others designated to make payments.

In truly exceptional circumstances that do not allow a family to pay in full or to pay with automatic monthly payments from a bank checking account, a family may be allowed to pay its tuition and fees under a payment plan different from the usual methods described above. For this purpose, "exceptional circumstances" do not include, for example, the family's convenience or desire to pay on a different day of the month or its unwillingness to share bank account information with the parish office. All requests for such a different payment plan must be approved by the St. Henry Parish Business Manager and will require a \$100 processing fee payable at the time the of the approval. Even if such a request is approved, the family may be required to sign a monthly automatic payment authorization that will be used in the event the family does not make payments in accordance with the agreed alternative payment plan.

Delinquent Tuition Payments

Sound business practices for both the school and school families require that tuition and general fees payments be made when scheduled, and as agreed, and in full.

Any family whose payments are made normally by automatic withdrawal but whose payments may be delayed or refused by the family's bank due to insufficient funds or other reason, or whose payments are made normally under a different arrangement but will not be made timely for any reason, is expected to inform the St. Henry Parish Business Manager at least five days in advance of the normal payment date. The family is also expected to cooperate in having the delayed or refused payment made as soon as possible. Any family whose payment is not made timely, and who has not informed the St. Henry Parish Business Manager and made arrangements for making the payment, will be contacted by the St. Henry Parish Business Manager. At that time, the family must propose a method and a time for making the missed payment as soon as possible. If the family does not cooperate in making a reasonable plan to make the payment in a reasonable time, or does not make payment in accordance with the plan after it is accepted by the family and the St. Henry Parish Business Manager, the family will be considered delinquent and subject to the consequences listed below.

- A student whose family's account is delinquent as to one or more payments will not be permitted to participate in Camp Joy, field trips, school-sponsored sports activities, or other school activities such as dances, plays, Olympic Day, eighth grade end of year functions, or other special in-school programs, until any delinquent payment is made in full; and
- If a student's family's account is delinquent as to one or more payments, St. Henry Catholic School will not make the student's records available to the family or to any other party designated by the family until any delinquent payment is made in full; and
- If a student's family's account becomes delinquent as to two months' payments, or if the family is delinquent in its payments two or more times in the course of a school year, the family will be warned that any additional

delinquency could cause that family's student(s) to not be allowed to continue studies at St. Henry Catholic School; and

- If a student's family's account becomes delinquent as to three months' payments, or if the family is delinquent three or more times in the course of a school year, the family's student(s) will not be allowed to continue studies at St. Henry Catholic School until all delinquent payments are made in full; and
- Any family whose delinquencies cause their child to not be allowed to continue studies at St. Henry Catholic School remains obligated to pay all tuition and fees incurred while the child was a student. No family whose children left St. Henry Catholic School while owing tuition or fees will be allowed to register a child at St. Henry Catholic School in any later year until all prior obligations have been satisfied; and
- All school families must keep their tuition and general fees accounts current in each of the months April, May and June. Delinquent accounts in April, May, or June could be cause for suspending or otherwise not processing the delinquent family's registration for the next school year or for placing the family on a waitlist for the next school year.