



St. Mary's
Catholic School

Tuition Collection Procedure

Catholic Independent Schools (CIS) Policies 218, 230, and 501 sets the framework for local school tuition policies and procedures.

PREAMBLE

Families are expected to pay tuition as set by St. Mary's School Council. As per CIS Policy, if a family is experiencing financial hardship they can apply to the School Council for financial assistance. The School Council, in consultation with the principal will determine the amount of financial assistance, if any, is available (see below for additional details).

Tuition is essential to the operating budget of St. Mary's School. Delinquent accounts, or accounts in arrears, will be investigated by the School Council collections committee.

For the purpose of this collection procedure, tuition includes: tuition, school fees, or any other financial obligation to St. Mary's School.

PROCEDURES

1. A Registration and Tuition Commitment Form will be signed each school year. It will contain:
 - a. Expectations of tuition payments
 - b. Total tuition commitment depending on number of students and tuition rates
 - c. Method of accepted payment and schedule of payments
2. Tuition is required by the last day of the month. Payment not received by this time will deem the account in arrears.
3. Accounts in arrears will be investigated. The following procedure will be followed:
 - a. INITIAL LETTER will be emailed ideally by the 15th but no later than month's end, by School Council stating:
 - i. Tuition is overdue
 - ii. The family will contact the school with payment by the end of that current month
 - b. FIRST NOTICE may be emailed ideally by the 15th but no later than month's end, when 2 consecutive tuition payments are missed stating:
 - i. Account is in arrears and no payment or communication have been received despite initial letter
 - ii. The family will contact the school with payment by the end of that current month
 - iii. Government funds only 50% for independent schools and the importance of tuition and fees

- c. SECOND NOTICE may be emailed ideally by the 15th but no later than month's end, if arrears persist stating:
 - i. Account is in arrears and no payment or communication have been received despite previous attempts
 - ii. The family will contact the school with payment by the end of that current month
 - iii. Advise of potential consequences as outlined in (e) below
- d. FINAL NOTICE – School Council will discuss in-camera the actions that will be taken in cases of consistent delinquency. The payment history, or lack thereof, will be considered. The School Council decision will be sent via registered mail if arrears persist stating:
 - i. Account is in arrears and no payment or communication have been received despite previous attempts
 - ii. The family will contact the school with payment by the end of that current month
 - iii. Recap options to remedy the situation as presented in the Second Notice
 - iv. Advise of potential consequences as outlined in (e) below
- e. CONSISTENT DELINQUENCY of tuition can invoke the following actions:
 - i. Re-enrollment of the student(s) is denied/not guaranteed
 - ii. Termination of enrollment
 - iii. Account sent to a collections agency
 - iv. Requirement for advance pre-payment of tuition in full on or before the 2nd last Friday of August; if payment not received, the child(ren)'s files will be transferred to another school
- f. All accounts in arrears will be discussed at the May School Council Meeting. Final Notices will be sent out by the end of May stating:
 - i. Account is in arrears and no payment or communication have been received
 - ii. The family will contact the school with payment expectations
 - iii. Council's determination on collection under item (e) above

FINANCIAL SUPPORT / ASSISTANCE

- 1. At any time, a family seeking financial support may apply for a bursary. The following steps will be followed:
 - a. Application for St. Mary's School Bursary Program is filled out by applicant
(see school website under the Forms and Lists tab)
 - b. Application for St. Mary's School Bursary is presented to Tuition Assistance Committee
 - c. The Tuition Assistance Committee will bring the application to School Council
 - d. The School Council will decide to accept/deny with a consensus or simple majority vote
 - e. The School Council decision is communicated to the applicant
- 2. At any time, a family experiencing financial hardship can request assistance. The following steps will be followed:
 - a. Tuition assistance request is brought to the school office (Attention: Tuition Assistance Committee)
 - b. Tuition assistance request is presented to School Council in-camera for discussion
 - c. The School Council will decide to accept/deny/provide partial assistance with a consensus or simple majority vote
 - d. The School Council decision is communicated to the family requesting assistance