



## TUITION ARREARS POLICY

Visitation Catholic STEM Academy makes every effort to provide an affordable, quality, Christ-centered education to our students. Financial aid is offered based on need and the school's available resources. However, the majority of the school's funding comes from tuition and fees and we cannot fulfill our mission or provide fundamental school operations unless the obligations of every family are met on a timely basis.

Therefore, it is imperative that families pay all tuition and fees in a timely manner. To that end, the following is the School's Tuition Collection Policy.

1. **20 Days Past Due:** A "Past Due Notice" will be sent to any family with tuition 20 days past due. All past due tuition must be paid in full within 10 days of the "Past Due Notice" or a meeting with the Principal is needed to discuss an agreement to make alternative arrangements for payment.
2. **30 Days Past Due:** A "Past Due Notice" will be mailed to any family with tuition 30 days past due. If all past due Tuition is not paid in full, or according to the mutually acceptable agreement, within 10 days, report cards and/or student records will be withheld. In addition the Principal will contact the family for a meeting and within 10 days a meeting will be held, at which time some mutually agreed amount of payment will be made and a plan for future payments will be developed.
3. **45 Days Past Due:** A "Past Due Notice" will be mailed to any family with tuition 45 days past due. If the Family Tuition Account is not brought fully up-to-date or an agreement with the Principal has not been developed within 10 days of this Notice, the student(s) will not be permitted to participate in any School event(s) or extra-curricular activities (including, but not limited to CYO sports, band, play, etc.).
4. **60 Days Past Due (Last Notice):** The family will receive a letter from the Principal advising the family of their overdue tuition account and their need to pay in full the past due amount within 10 days. The family will also be advised that the child [ren] must be removed from the school if their account is not paid in full within 10 days and their account will be sent to collections. Further, the family will not be allowed to register for the following year unless their account is resolved.

In addition, it is Revised Code of Washington (RCW 28A.195.070) and Archdiocesan Policy that no student shall receive a diploma or transcript, if any financial obligations are outstanding.

Lastly, in addition to the above, the School reserves all rights, at law or in equity, to collect any past due tuition.