



## TUITION PAYMENT POLICY 2022-2023

At Sacred Heart School, we believe your tuition payments are an investment in your child's education and the formation of their spiritual foundation. When students are enrolled, families accept the responsibility of tuition and are financially obligated to pay their tuition in a timely manner. When tuition and fee payments become delinquent, it is a serious matter. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, ***it is the responsibility of the family*** to contact the School's Finance Office as soon as possible. Typically, this occurs when there is a family emergency such as illness, unemployment, or other unforeseen circumstances.

All families with students enrolled in the Sacred Heart Two Year Old Program through Grade 8 may check and pay their tuition and fees balance online through the FACTS Management system at <https://online.factsmgt.com/signin/3GNK7> or through the FACTS link in Rediker.

### **Delinquent Tuition**

#### **30 Days Past Due (under the Terms & Conditions, per the FACTS Welcome Page, agreed to upon enrollment)**

1. The Sacred Heart Finance Office or a FACTS representative will email or communicate a past due notice.
2. It is the responsibility of the family to contact the Finance Office within 10 days of receipt of the past due notice to correct the situation or make an acceptable alternate plan for payment.
3. A \$50.00 per month late fee will be added to the family account balance in FACTS until the account is current.
4. Students will not be permitted to participate in Aftercare or Before-care programs until account is up to date.

#### **60 Days Past Due (under the Terms & Conditions, per the FACTS Welcome Page, agreed to upon enrollment)**

##### **In addition to the above, the following actions will be taken:**

1. Administrative leaders will be informed of delinquent account balance.
2. Access to Rediker will be disabled.
3. Student will not be permitted to participate in field trips and extracurricular activities such as athletics, clubs, etc., until account is up to date.
4. Student report cards and transcripts will not be released.

#### **90 Days Past Due (under the Terms & Conditions, per the FACTS Welcome Page, agreed to upon enrollment)**

**In addition to all of the above, steps will be taken to create an exit plan for the student's withdrawal from the school, and will be communicated to the parent/guardian.**

### **End of School Year Balance**

Students will not be permitted to return for the following academic year until the prior year balance is paid in full.

### **Delinquent Account Policy Enforcement**

Sacred Heart School reserves the right to pursue legal action against, or require a promissory note from, the parent/guardian for failure to honor the Terms & Conditions, per the FACTS Welcome Page, agreed to upon enrollment. If the parent/guardian refuses to act in good faith, Sacred Heart School reserves the right to refuse to accept future enrollment requests from the family, may expel the student from the school at any time, and may turn the delinquent balance over to a collection attorney. The parent/guardian will be responsible for all unpaid balances and collection/legal fees.

Finance Office: 781-585-2114

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