

Tuition Payment Policy

Tuition is a financial obligation that parents accept when their child is admitted to Saint Thomas More Catholic School. The operation of the School is contingent upon the collection of tuition; therefore, parents are expected to abide by the tuition guidelines started below.

- Annual Payment – Full Payment is by July 20.
- Monthly Payments – Tuition is equally divided into ten monthly payments with the first payment due on July 20 and the last payment due on April 20.

Delinquent Tuition Collections

- Tuition delinquent 30 days, a late notice will be mailed to parents and a \$75.00 late fee will be assessed and collected through SMART Tuition.
- Tuition delinquent 60 days, parents will be contacted by certified mail and must contact the principal to discuss a written plan for payment, signed by the principal and the parent. Access to electronic grades will be suspended until such contact has been made. A \$75.00 late fee will be assessed and collected through SMART Tuition.
- Tuition delinquent 90 days, a mandatory meeting with the principal and pastor held to discuss continued enrollment of the student (s) in the school. A \$75.00 late fee will be assessed and collected through SMART tuition.

The School has the right to refuse class admittance to any student whose account is delinquent more than sixty (60) days. The Student may return to class when the delinquent account is current and the Principal agrees to reinstate the student.

Transcripts, report cards, awards and diplomas are the property of the School and may not be issued to the student (or parents of the student) if the student’s account is delinquent.

A graduating 8th grade student’s account must be current one (1) month prior to the student’s last day of school in order for the student to participate in the graduation ceremonies.

A returning student’s account must be current two (2) weeks prior to the student’s last day of school of the current school year. If the account is not current, the student may not be permitted to enroll for the upcoming school year, and the school reserves the right to take a family from the waiting list to fill the class slot at that time.

Any delinquent payments must be paid in certified funds.

This policy is not meant to be punitive, but in fairness to all families and our mission to educate, we expect our families to maintain current tuition accounts. The School has a history of working in good faith with families in need, but families must communicate with the School, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the approved payment plan.

Acknowledged and Accepted:

 Print Family Name

 Parent Signature

 Date

 Parent Signature

 Date