



Delinquent Tuition and Fees Payment Policy

The success of St. Gabriel the Archangel Preschool and School relies upon the commitment of families to:

- Make Catholic education a financial priority
- Be involved in their children's education
- Make their tuition and fees payments on a timely basis

The school relies upon the tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, 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 Finance Manager or Pastor as soon as possible. Some examples of such circumstances may be a family emergency, such as illness or loss of employment. Failure to comply may impact your family's ability to get tuition assistance at a future date.

When payments are not made in accordance with the agreement the responsible party committed to in the FACTS program, the following steps will take place:

Returned Payment:

- When a payment is returned in FACTS, it will be re-attempted within two business days of the return. If the payment is successful upon re-attempt and the account becomes current, no further action is necessary. If the payment is returned again, the family must make a payment either online or by bringing in a payment within the next five business days. If this does not occur, then the 30 days past due policy will apply.
- **PLEASE NOTE:** A valid payment account must be set up on the FACTS agreement at all times. If a family is notified that their account is invalid, a new payment source must be set up within 5 business days. Once a payment source is selected, it cannot be changed unless there are extenuating circumstances: for example, if a credit card is lost or stolen, a bank account is compromised, there is a new financially responsible party, etc.

30 days past due:

- When an account becomes 30 days past due under the established agreement, the financially responsible party will receive a notification from FACTS. They will also receive an email from the finance manager. It is the responsibility of the family to contact the Finance manager to work out an agreement to correct the situation or make an acceptable alternate plan for payment.

- If the family does not contact the finance manager to correct the situation, then the following will take place:
 - Student(s) will not be allowed to participate in extended school, club, or organized trips.
 - Student(s) will not be allowed to participate in any CSAA athletic competitions or practices.
 - Student(s) will not be allowed to participate in any extra-curricular activities.

60 days past due:

- When an account becomes 60 days past due under the established agreement, the responsible party will receive written notice from the Finance Manager by email explaining the commitment and require immediate attention to the matter. In addition to this notification, the following will also take place:
 - Report cards and transcripts will be withheld until balance is paid in full, or an alternative plan has been approved.
 - Student(s) will not be allowed to participate in extended school, club, or organized trips.
 - Student(s) will not be allowed to participate in any CSAA athletic competitions or practices.
 - Student(s) will not be allowed to participate in any extra-curricular activities.
 - Student(s) will not be permitted to pre-register or to return for the following year until the balance is paid in full.
 - Report cards and transcripts will be withheld until full payment is made.

90 days past due:

- When an account becomes 90 days past due under the established agreement, the responsible party will receive written notice by email from the Finance Manager explaining the commitment and require immediate attention to the matter. In addition to this notification, the following will also take place:
 - The Finance Council will be informed of the past due account information.
 - Student(s) will be withdrawn from St. Gabriel Preschool, School, After School Enrichment and Athletics.
 - Report cards and transcripts will be withheld until full payment is made.
 - In conjunction with this delinquency, a collection agency may be used to collect the past-due amount.
 - The finance office of the Archdiocese of Louisville will be informed of the account delinquency.

St. Gabriel the Archangel Church encourages all responsible parties to maintain open communication with the Finance Manager to ensure a complete understanding of each family's financial circumstances. The goal of St. Gabriel the Archangel Preschool and School is to provide a Catholic education to every student that desires one. By working together, we can make sure this goal is met.

Policy is subject to change after annual review.