Delinquent Tuition and Fees Payment Policy

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

- Make Catholic education a financial priority.
- Be involved in their children's education.
- Make their tuition and fee payments in accordance with the selected payment schedule.

St. Gabriel the Archangel relies upon 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 causes a hardship situation, it is the responsibility of the family to contact the Finance Manager or Pastor as soon as possible. Hardship situations include a change in family circumstances (birth, death, or divorce), illness, or change in employment. Hardship tuition assistance can be explored in these cases, and the family will have an opportunity to file an appeal with our aid committee. Failure to comply with tuition and payment policies in absence of a hardship situation may impact your family's eligibility for tuition assistance at a future date.

When payments are not made in accordance with the payment plan selected and the School and Childcare Tuition Policy, the following steps will take place:

Returned Payment:

- Families will be notified by email from FACTs and the Finance Manager when a payment has been returned. Please be sure that the email set up in FACTs for notification is one that is current and frequently accessed.
- 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 and becomes unresolved in FACTs, the family must make a payment either online or by bringing in a payment to the Parish office within the next five business days. If the family pays online through FACTs or with a check, the account will not be considered current until the FACTs payment or check clears and is not returned (usually within 2-3 business days). The account will only be considered current on the date of payment if the payment is made in cash. If the family does not make their payment account current within the required 5 business days, then the child will be held out of all school activities and programs until the account is made current.
- **Please note that after a family has had 3 unresolved payments, in addition to any fees that may be charged by FACTs, St. Gabriel will charge an additional return fee of $25.00 per return for any further returned payments.**

Invalid payment account:

- A valid payment account must be set up on the FACTs agreement **at all times**. Once a payment account is set up, it cannot be changed unless there are extenuating circumstances: for example, if a credit card is lost or stolen, a bank account is compromised, or there is a new financially responsible party.
- Families will be notified by email from FACTs and the Finance Manager when a payment account has become invalid and unable to process payments.
- If a family is notified that their payment account is invalid, a new payment account must be set up within 5 business days. If a new, valid payment account is not set up within 5 days, then the child will be held out of all school activities and programs until the payment account is valid.

Violation of Tuition Payment Policies:

- When a family has been notified multiple times that they have violated the tuition payment policies, the family will receive written notice by email from the Finance Manager explaining their commitment and require immediate attention to the matter. In addition to the actions noted above, the following may also take place:
    - The Finance Council will be informed of the violation.
    - Student(s) may be withdrawn from all St. Gabriel schools and programs.
    - In conjunction with this violation, a collection agency may be used to collect the past-due amount, if any.
    - The finance office of the Archdiocese of Louisville will be informed of the account delinquency.

St. Gabriel the Archangel encourages all families to maintain open communication with the Finance Manager to ensure a complete understanding of each family's financial circumstances, as our goal is to provide an enriching and quality 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. (Rev. 4/23/25)