

## **Saint Basil Academy Tuition in Arrears Policy**

Tuition is the primary source of income for Saint Basil Academy and as such is essential for the smooth running of the school. It is essential that tuition payments are made in a timely manner. In the event that tuition payments are delinquent the following penalties will occur:

- Tuition in arrears 30-60 days will receive a reminder call to the parent from the tuition collection agency.
- Tuition in arrears more than 60 days will result in a warning letter from the school notifying the parent that failure to bring the account up to date within 2 weeks or a mutually acceptable payment plan being developed will result in the student being asked to remain home from school until a suitable arrangement is made.
- Tuition more than 90 days in arrears will result in the student being dismissed from school.

### **Arrears Tuition and School Records**

No school records will be forwarded to any school, training program, employer, or any other requester until all financial obligations are completed to Saint Basil Academy

### **Arrears Tuition and School Exams**

Students who have tuition in arrears will be allowed to take midterm and/or final exams however exams will not be recorded until all financial obligations are met and students will receive an incomplete for all coursework.

### **Arrears Tuition and Graduation**

Only students who are paid up to date will be allowed to participate in graduation. Graduating seniors who hold any outstanding financial obligation to Saint Basil Academy will not be allowed to participate in or attend the graduation ceremony. Having a repayment plan **will not** be sufficient for the student to participate in graduation.

### **Arrears Tuition and Special Events and Activities**

Students who have tuition that is in arrears 60 days or more will not be allowed to sign up for or attend special activities. Special activities include school trips, dances, the prom, and grade specific activities.