



St. Athanasius Catholic Academy

TUITION POLICY AGREEMENT

Family Name: _____

Student Name: _____

Grade: _____

Student Name: _____

Grade: _____

Student Name: _____

Grade: _____

Student Name: _____

Grade: _____

Student Name: _____

Grade: _____

Address: _____
(house number and street) City State Zip Code

Mother Name: _____

Address: _____

Mother Occupation: _____

Place of Employment: _____

Home Phone #: _____

Business Phone #: _____

Mother Cell #: _____

Mother Email: _____

Father Name: _____

Address: _____

Father Occupation: _____

Place of Employment: _____

Home Phone #: _____

Business Phone #: _____

Father Cell #: _____

Father Email: _____

Attached you will find the Tuition Policy Agreement for Saint Athanasius Catholic Academy.

Tuition payments are the primary source of financial support for the academic programs provided by Saint Athanasius Catholic Academy. Tuition payments are the responsibility of the students' parents or guardians. Failure to pay tuition seriously jeopardizes the fiscal health and stability of the Academy. Tuition must be paid in a timely and consistent manner.

Please put your initials next to each item after reading:

_____ **Check, money order or credit card are the preferred method of payment.**

_____ Annual tuition payments are divided into ten (10) monthly installments due July through April. Tuition and all applicable fees must be paid in full on or before April 30th of the school year. (**Unless paid in full upon enrollment*)

_____ If a monthly tuition payment is not received five (5) days after your due date, a late fee of \$40.00 shall be assessed. (**Due dates are recognized on the 1st or 15th of the month only*)

_____ Should extenuating circumstances occur which inhibit the parent's ability to pay tuition, it is the responsibility of the parent/guardian to notify the Tuition Assistance Committee of the Academy. The Tuition Assistance Committee must be notified as soon as possible so that alternate arrangements can be made for payment. The Tuition Assistance Committee can be reached via email at tuition@stathanasiusacademy.org

_____ The Academy shall retain the right to refuse class admittance to any student(s) whose account is in arrears. The student(s) may return to class when the delinquent account is current and the Board of Directors reinstates their active status.

_____ Transcripts, report cards, awards and diplomas are the property of the Academy and may not be issued to the student(s), parent(s), or guardian(s) when a tuition account is delinquent. These documents will only be released once all financial responsibilities are met.

_____ The accounts of 8th Grade students must be current in order for the student(s) to participate in their graduation ceremonies and/or any end of year activities for seniors.

_____ Families with delinquent accounts **will not** be allowed to register their child(ren) for the following academic year.

_____ Past due tuition that has been owed for a period of longer than 120 days, will be pursued through legal collection.

_____ Any delinquent payments must be made by certified check, debit card, credit card or money order. (**Absolutely no cash or personal checks will be accepted*)

_____ Parent(s)/Guardian(s) must notify the Board of Directors about any change of address, phone numbers, or any other information listed in this agreement. Update forms will be made available in the main office of St. Athanasius Catholic Academy.

Parent Signature

Tuition Assistance Committee Signature

Date

Payment Methods:

Bank Check (Certified Check), Personal Check, Debit Card, Money Order or Credit Card is the only acceptable form of payment. Payments mailed to the school or brought to the school office must be sent Attn: Tuition Assistance Committee in a sealed envelope clearly marked "Tuition" with your child(ren)'s name and class on it. We cannot accept cash payments. Please write your Family ID # and your child(ren)'s name in the memo area of any checks sent in. please be sure to retain your cancelled check or money order receipt for your records,

Any Personal Checks returned by the bank unpaid will not be re-deposited and must be replaced with a money order including any bank fees and late fees. Once one (1) Personal Check bounces, we will no longer accept that form of payment. Tuition payments are non refundable, except if we are notified prior to September of the upcoming school year that your child will not be attending Saint Athanasius Catholic Academy.

Arrears:

1. After one (1) month in arrears, a notice will be sent home and a \$40.00 late fee will be added to your account
2. After two (2) months in arrears, a notice will be sent home and an additional \$40.00 late fee will be added to your account, followed by a phone call and/or meeting with an Academy Board member.
3. Students with accounts in arrears for over two (2) months will be excluded from class, class trips, school activities and functions, etc. until their account is brought up to date.
4. No report cards will be issued to students with outstanding balances.
5. Any 8th grade students must have tuition and graduation fees paid by May 1st of the academic year. Students who are not paid in full by May 1st will not be permitted to participate in graduation activities or any end of year functions for seniors.
6. NOTE: Families who have delinquent accounts will not be invited to re-register until their financial obligations are paid in full. Seats for the upcoming school year **will not** be guaranteed and no records will be forwarded for transfers or graduating students until account responsibilities are met in full.

If you have any questions regarding this tuition policy you can contact the Board of Directors in writing, by dropping off your letter Attn: Tuition Assistance Committee to the Academy, or via email at tuition@stathanasiusacademy.org