

# Saint James Tuition Policy

St. James is a vibrant community of believers and learners, committed to the success of our students and the long-term health of our school. To ensure that our school can meet its monthly financial obligations, we rely on your commitment to pay required tuition and fees by due dates as indicated on the tuition agreement.

Parents/guardians are provided with four options to pay tuition through the SMART (now Blackbaud Tuition Management) system.

- Option 1 consists of a single payment with a 3% discount (Payment due August 1).
- Option 2 consists of two payments with a 2% discount (Payment due August 1 and December 1).
- Option 3 consists of twelve monthly payments (Payments due on the first or fifteenth of the month July - June; parent/guardian choice at registration).
- Option 4 consists of ten monthly payments (Payments due on the first or fifteenth of the month September - June; parent/guardian choice at time of registration).

Notifications will be sent 15 days before payment is due.

When parents/guardians do not meet their obligations according to the plan they selected and agreed to, it creates a tremendous hardship as St. James School has monthly financial obligations it must meet.

If an account is 15 days delinquent, the family will be contacted by the business office to remind them that payment is late.

If an account is 30 days delinquent, the family will receive a certified letter requesting that payment is made immediately.

If an account is more than 40 days delinquent:

- Students will not be permitted to participate in any extracurricular activities or field trips.
- Students will be dismissed at the end of the quarter.
- Students in grade 8 will not participate in any graduation activities.
- Students will NOT be permitted to register for the following year if their family obligations have not been fulfilled.

It is the responsibility of the parent/guardian to contact the business office for any requested changes to the tuition payment plan. Saint James expects the timely payment of tuition and fees.

This policy will go into effect on January 1, 2021. The policy applies to all tuition and fees that are outstanding on January 1, 2021.

Approved: November 12, 2020

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I understand that my signature below certifies my agreement and compliance with the policies, rules, and regulations stated herein.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_