

Saint Brendan Catholic School

Tuition Policy

Parents have an obligation to make accurate, timely tuition payments. SMART Tuition Management Co. is the tuition collection company for the 2015-2016 school year.

Tuition is due to SMART on the 1st of the month starting in August and ending in May. There are ***no grace periods*** on tuition. Any payment made after the 1st of the month can and will incur a late fee.

Families registering late will make up the missed payments.

Families are not allowed to carry delinquent tuition for more than 30 days in the 2015 - 2016 academic year starting after September 30, 2015. Families also will not be allowed to carry a delinquent balance on fees/payments for services rendered (before/after school care, breakfast/lunch, and fundraising) beyond the due date no more than 30 days starting after September 30, 2015. If a tuition account is not current, educational services will be discontinued.

Tuition payments are due within the month billed. A \$60.00 late fee will be added on the 2nd if a payment is not posted by the due date. All tuition will be paid directly to SMART. SMART accepts credit/debit card payments by mail, by telephone, and online in addition to money order, check, or credit/debit card payments by mail. No payments will be accepted at the school for the 2015-2016 school year for any reason. All delinquent tuition payments will be paid to SMART, not the school. If tuition is delinquent, report cards may be held for pickup by the school to discuss the delinquency and make arrangements for payment.

If tuition is unpaid on the 15th of the month, the school will send a letter stating that tuition must be paid by the 30th of the month or educational services will be terminated. Arrangements may be made up until the date of discontinuation of services. If no contact by the final date, educational services will be discontinued. There will be a one week time period after discontinuation of services to pay the delinquent tuition in full and reinstate the student(s). After one week, the student(s) will be considered transferred and the account will be sent for collection.

If there are circumstances that have caused a delinquent tuition payment, please make an appointment with the Principal to discuss payment arrangements and available options. Please do not wait until the discontinuation of services letter to contact the school. Students will not be accepted for the next school year until all prior year financial obligations are met. If your account is sent for collection due to nonpayment of tuition, school fees, or fundraising, a \$20.00 collection fee will be added to the balance owed.