

Sacred Heart Catholic School
Boone, Iowa

Tuition- Delinquent Accounts

Part I- Definitions

- Delinquent Account: An account is delinquent when any payment is not made within 30 days of the time such payment is due.
- Contract: Refers to the tuition contract signed by the parent/guardian(s) and any amendments thereto.

Part II- Delinquent Contracts

1. All Sacred Heart students will be registered and attend pursuant to a tuition agreement which is to be signed by at least one parent/guardian of the student at the beginning of each school year.
2. Written changes in payment schedules on tuition contracts may be made by the administration.
3. When any account is delinquent, the parent/guardian(s) shall be advised of said delinquency, in writing, by the administrator. This can be any simple form of notice bringing the delinquency to the attention of the appropriate parties and requesting the delinquency be corrected or arrangements made with respect to the delinquency.
4. When an account is delinquent 60 days and no arrangements have been made on that account, the parent/guardian(s) shall be advised by the administrator by phone and a meeting will be arranged between parent/guardian and the administrator and/or school or parish officials.
5. School Administration will keep documentation of all contacts and notifications pertaining to delinquent accounts.

Part III- Enrollment of Students Where an Account is Delinquent

No student shall be permitted to attend Sacred Heart School with an outstanding delinquency from the previous school year. All families with a delinquent account must complete the appropriate financial assistance application or pay the delinquency in full.

It is in intention of the Sacred Heart Advisory Board of Education that this policy be enforced in a fair, evenhanded and sensitive fashion, that, as much as possible, each factual situation be viewed upon its own circumstance; and that any form of favoritism or unfairly harsh treatment with respect to any person or parties be avoided.

Reviewed: 11/04, 11/06, 5/2019

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