

Policy 103



OVERDUE ACCOUNTS COLLECTION POLICY

Approved Date: October 2019

Revised Date: February 2025

Catholic Independent Schools of Prince George (CISPG) Policies 203 (Overdue Accounts) and 311 (Student Admissions) set the framework for local school fee policies and overdue accounts collection procedures.

Preamble

School fees are an essential part of Notre Dame School's operating budget. School fees include:

- School Tuition
- School supplies
- School activities fees
- Bus fees
- Other fees

When Parents/Guardians register their children to attend Notre Dame School, they are asked to sign the following forms:

- 1) *Family Statement of Commitment* - This form is included in CISPG Policy 311 (Student Admissions) and states:
 - a. "Parents/Guardians agree to accept responsibility for the cost of tuition, supplies, and other school activities."
 - b. "If any of these conditions are not met, the school reserves the right to refuse admission or remove a student from the school."
- 2) *Tuition Commitment* – This form details the frequency, method, and amount that Parents/Guardians are committing to pay
- 3) *Financial Commitment* – This includes a declaration that any changes to Parents'/Guardians' tuition commitment must be communicated to the School Council

Tuition Commitment and *Financial Commitment* forms will be signed each school year.

When does an account become overdue

Tuition is required by the beginning of the school year or at the beginning of each month, depending on the option selected on the *Tuition Commitment* form. When payment is more than 2 weeks late, the account will be deemed in arrears.

All other school fees are due at the time of invoicing. Payment not received within 30 calendar days will make the account in arrears.

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How to request Financial Assistance

As per CISP Policy 311 (Student Admission), if a family is experiencing financial hardship, they may apply to the School Council to be considered for financial assistance. The application process is as follows:

1. Parents/Guardians can complete the *Financial Assistance Request* form (see Schedule A) and submit it to the School Council Designate (e.g. Treasurer), who will contact the Parents/Guardians to arrange a meeting to learn more about their financial circumstances.
2. After the meeting, the School Council Designate will present the request to the School Council in camera for discussion. Confidentiality will be maintained, and no identifying information will be shared.
3. The School Council will decide, in conjunction with the Parish Pastor, to accept, deny, or provide partial assistance with a simple majority vote.
4. The School Council's decision will be communicated to the Parents/Guardians in a timely manner.

Overdue Accounts Collection Procedure

Overdue accounts will be investigated by the Notre Dame School Council as follows:

1. A Statement of Account will be sent when an account becomes 30 days in arrears.
2. After 60 days, a First Letter (see Schedule B) will be mailed home via regular mail or email with a copy placed in the file stating:
 - a. The account is in arrears
 - b. The family will be asked to do one of the following within 10 business days:
 - i. Make a payment on the account or
 - ii. Apply for financial assistance
3. If a response to the First Letter is not received within 10 business days, a Second Letter (see Schedule C) will be sent via registered mail with a copy placed in the file stating:
 - a. The account is still in arrears and no payments have been received
 - b. No communications have been received by the School or School Council
 - c. School Council will be contacting the family
 - d. Continued delinquency on the account may result in:
 - i. Re-enrolment of the student(s) is denied, delayed, or not guaranteed
 - ii. The account will be sent to a Collections Agency

Consequences of consistent delinquency

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If an account is consistently delinquent, it may invoke the following actions on the part of the School and/or School Council:

- Re-enrolment of the student(s) is denied, delayed, or not guaranteed
- Termination of enrolment
- Account sent to a Collection Agency
- Requirement for advance pre-payment of tuition in full at the beginning of the school year

The School Council will discuss in-camera the actions that will be taken in cases of consistent delinquency. Payment history, or lack thereof, will be considered. The School Council's decision will be communicated to the relevant parties in a timely manner.

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Schedule A

Notre Dame School

FINANCIAL ASSISTANCE REQUEST

Please fill out this form if you are requesting financial assistance for your children's tuition or other school fees. Please return the completed form to the School Council Designate who will contact you to arrange a meeting to process your request.

Family Name: _____ Home Phone/Cell Phone: _____

Address: _____

Children's Names

Grades

Reason(s) for the request:

How much can you afford to pay each month?	\$
Net income of both parents from previous year's tax return submission. <i>Please attach copies for both parents. Copies will be destroyed after your request has been considered.</i>	\$

I am committed to provide the stated portion of tuition to meet my financial obligation.

Parent/Guardian name (please print)

Parent/Guardian name (please print)

Signature

Signature

Date

Date

Office use only

Date of approval:	Parish Pastor or School Council Representative Name:	Signature:

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Schedule B

First Letter

File # XXXX-XXXX

<Date>

<Mailing address>

Dear <Parent/Guardian>

Re: Overdue Accounts – FIRST NOTICE

We are writing you to remind you that your account for tuition & other fees, for school year 20XX-20XX, is currently in arrears. The amount outstanding is \$XXX.XX.

Accounts in arrears will be investigated according to Notre Dame School's *Overdue Accounts Collection Policy*. A copy of this policy is attached to this letter.

As per your signed *Tuition Commitment* form, payment is expected at the beginning of each school year or month, depending on which payment option you chose. Payment that is not received by this time will make the account in arrears.

Please address this issue within the next 10 business days by doing one of the following:

- 1) Make a payment on your account
OR
- 2) Complete the enclosed *Financial Assistance Request* form and return it to the Principal or Parish Pastor

Please note that a file number has been assigned to this matter. Please reference this number in future communications.

Sincerely,

Notre Dame School Council

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Schedule C

Second Letter

File # XXXX-XXXX

<Date>

<Mailing address>

Dear <Parent/Guardian>

Re: Overdue Accounts - SECOND AND FINAL NOTICE

We are writing you to remind you that your account for tuition and other fees is still in arrears.

On <date>, we sent you a letter reminding you that your overdue account balance for the school year 20XX-20XX is \$XXX.XX. We asked you to do one of the following within 10 business days:

- 1) Make a payment on your account
- OR**
- 2) Complete the *Financial Assistance Request* form and return it to the Principal or Parish Pastor

To date, the School Council has not received any information from you as to how you plan to remedy your account in arrears.

Accounts in arrears will be investigated according to the School's *Overdue Accounts Collection Policy*. A copy of this policy is attached to this letter.

As no contact has been made, the School Council will be contacting you. Consistent delinquency of your account can invoke the following actions on the part of the School Council:

- 1) Re-enrolment of the student(s) is denied, delayed, or not guaranteed
- 2) The account will be sent to a Collections Agency

This is the FINAL NOTICE for this account. Please contact the school as soon as possible. Your attention to this matter is greatly appreciated.

Sincerely,

Notre Dame School Council

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