Past Due Account Policy

It is the policy of the school to bill families for tuition in accordance with the Enrollment Contract completed by the responsible parties. There are three basic payment structures approved: Annual, Semi-Annual and 12 Monthly Payments. Families are encouraged to pay via RenWeb/FACTS via autodraft. If requested, families may be invoiced for tuition payments. Accounts are defined as all student accounts for a family. If a family is in arrears for any current or former student, they are considered delinquent for all students in the family.

Fifteen days after the due date, accounts which are past due are to be assessed a late fee as stated in the Enrollment Contract unless approval for waiver is obtained from the Director of Finance and Operations or Head of School.

Thirty days after the due date, the family will be contacted by Student Billing/Business Office regarding the outstanding balance. Additionally, annual and semi-annual tuition accounts may be converted to the monthly payment plan if the account is 30 days past due.

Forty-five days after the due date, the Director of Finance & Operations will contact the responsible parties and attempt to collect the amount due. No additional incidental charges will be allowed.

If 50 days have elapsed without payment, a letter will be mailed to the responsible parties with a reminder of the school's policies and the family's contractual obligation.

After 60 days without payment, a certified letter from the Director of Finance and Operations will be mailed to the responsible parties. Additionally, a designated board committee will be notified of the potential for further action and/or legal action.

If payment arrangements are not made or the account brought current within 60 days, parent(s) may be notified that their student will no longer attend the school at the end of the semester, grades/report card will be withheld, and the account will be sent to the school's collection agency and/or turned over for legal action.

Accounts must be current to enroll for the next school year.

Written appeals regarding the enforcement of this policy should be submitted to the Head of School.

Normally, a family may not be more than 30 days past due prior to starting the school year. If a family is in arrears for any current or former student, they are considered delinquent for all students in the family and must settle their account before any student can enroll. The school has the right to require annual, up-front payment for any family that has previously defaulted on payment terms and require payment of any additional fees specified in the enrollment contract.

If a student/family withdraws from the school, the school reserves the right to accelerate the debt immediately upon missing payment per the elected tuition schedule.