



ASHEVILLE CATHOLIC SCHOOL TUITION DELINQUENCY POLICY FOR 2017/2018

The purpose of this document is to underscore Asheville Catholic School's need for prompt payment of tuition by all families. The financial policies of Asheville Catholic School are based on a need to maintain a strong financial foundation. If unforeseen financial difficulties arise, families should immediately contact the ACS Principal or Administrator in order to review the financial hardship and seek to find a mutually agreeable alternative tuition payment plan. Understanding that unexpected situations can and do arise, ACS strives to work with families. The School must, however, maintain an adequate revenue stream to meet its financial commitments and to ensure that all students and their families are treated fairly and equitably. Families who become delinquent in their tuition obligations pursuant to the agreement they have reached with ACS will be notified that their student(s) will not be allowed to continue their education at ACS until the tuition obligation is current.

Specific guidelines are as follows:

- 1) All tuition and fees must be current the first day of class or the student(s) will not be seated.
- 2) When tuition is 30 days past due, a letter will be sent to the family requesting that tuition be brought current.
- 3) When tuition is 60 days past due, a second letter will be sent to the family explaining the non-admission policy.
- 4) If ALL tuition payments are not current as of December 31st, the student(s) will not be seated for the spring semester.

For the spring semester, the same protocol will be followed with the following modifications:

- 5) If ALL tuition payments are not current three weeks prior to the last day of class, student(s) cannot take the final exams. Report cards will show an incomplete in each subject. Eighth graders will not be allowed to participate in graduation exercises or receive school transcripts. The same shall apply to underclassmen.

All report cards, student records, transcripts, and diplomas are the property of Asheville Catholic School and will not be issued to current, transferring, or graduating students until all tuition is paid in full.

Asheville Catholic School is committed to your child's education and spiritual growth. In exchange, ACS requests your commitment to the financial well-being of our school through honoring your tuition agreement.

I have received and reviewed this tuition agreement and agree to its terms and conditions.

Signed _____ Print Name _____ Date _____
(Parent/Guardian)

Responsible Party for Payment of Tuition _____
(this must match payer on SMART form)

Signature of Responsible Party _____ Date _____

Turn the white copy in to the ACS office. Keep the yellow copy for your records.