

# LATE Tuition Payment Policy

## REVISED 2011/8

policy : # 2009-1

**Purpose:** To clarify procedures for the handling of overdue accounts by the office staff.

**Policy:**

Tuition and fees are paid on a ten-month schedule, beginning August 1 and ending May 1. A discount may be available to families wishing to pay their total annual tuition prior to August 1.

Monthly payments are considered due and payable on the first of each month, and will be considered overdue after the 15th day of the month. At that time, a late fee will be assessed (Currently \$35 SY 2011-12).

KCA utilizes SMART TUITION (ST) for our tuition management, billing and collecting service. ([www.smarttuition.com](http://www.smarttuition.com)) A SMART TUITION FORM is given to all families on enrollment, and a reference copy is continued in the handbook. Additional information is available via the SMART TUITION website. All families are required to register with ST. Currently (School Year SY 2011-12) there is an exception for those families who opt to pay the total tuition for the year in full.

SMART TUITION updates families with a monthly statement, and also by emails or phone calls as needed. The secure ST website can be accessed by families for up to date questions about their account at any time.

The following policy addresses the event that a family has an overdue account:

- 1) Accounts that are 1-30 days overdue: ST continues to send monthly statements, an automated phone call and/or email will be sent by ST notifying the family of a missed payment. A late fee is added to the account. Families may make a payment via a link from the email to their online account, or may make a payment over the phone.
- 2) 31-60 days overdue: If no response or action has been noted, ST continues with a monthly statement which will indicate the overdue amount and the late fee. At 45 days past due, a letter from the treasurer will go to the family stating that the account is now 45 days overdue and that the family needs to either make a payment via SMART TUITION or contact the board treasurer immediately to make other payment arrangements or to meet with the Board. A statement will be sent with letter, with amounts due highlighted. The letter will also state that their child(ren) will be disenrolled at the 61<sup>st</sup> day past due if no alternate arrangement has been made.
- 3) 61+ days overdue: If no response or action has been noted and the family has not made arrangements with the treasurer, the family will be notified by certified letter that their child(ren) are disenrolled at the 61<sup>st</sup> day past due. Account may be turned over for collections if so determined by the board at that time.
- 4) In the event that the school year ends during any of the above scenarios: Enrollment for the following school year will not be accepted and no records will be released to a requesting school until such time as the account is paid in full, or payment arrangements are in place and requirements are being met. A cashier's check or money order will be required for payment. It will be at the board's discretion whether any of the above steps will need to be expedited due to the end of the term.

Parents will be encouraged throughout the process to contact the board treasurer to make payment arrangements or to seek financial aid where applicable.

It will be the responsibility of the bookkeeper and/or treasurer to track overdue accounts and issue the required correspondence, and to update the Board during the closed session on the Monthly Board Meeting. This will be accomplished in a timely manner in order to keep parents abreast of any arising issues with their accounts. Since the bookkeeper maintains and has access to the records, the responsibility to generate letters, provide a copy for the student file, and inform the principal and treasurer of overdue accounts will lie with the bookkeeper.

In the event of checks returned for insufficient funds, closed accounts, or stop payments, the bookkeeper will contact the parents by letter stating that a check has been returned to the school and that payment is expected in cash with an additional fee. (SY 2011-12 \$35). A copy of the letter will be retained in the student's file. All accounts that have had a check returned to the school for the above reasons will be required to make future payments by cash or money order, via the ST online account.