

St. Alban's Episcopal Day School, Inc. Past Due Tuition Policy

Amended February 2008

- A. All tuition accounts are due on the first day of each month. A \$30.00 late fee will be assessed on all payments received after the 10th of the month.
- B. A past due notice will be mailed to you if your account is 30 days past due.
- C. If the account is not paid upon receipt of the 30 day past due notice, a second past due notification will be sent, certified mail, at the end of the 60 day period following the date tuition was first due. At that time, you will be advised of the tuition balance, plus any late fees, as well as notification that your child/ren will be withdrawn from school (pursuant to paragraph D, below) if the account is not paid immediately.
- D. If the account remains delinquent for 90 days from the date tuition was first due, your child/ren will be withdrawn from the school.
- E. At any time after a second written notification of delinquency has to be sent (as outlined in "C" above) the following procedure will apply to the account and the procedures outlined in B & C above will no longer be applicable.

Upon payment of all tuition and fees, your child/ren will be re-admitted to St. Alban's on a month-to-month basis only so long as the account remains current. If it again becomes delinquent, you will receive notification that your child is withdrawn from the school. No other past due notices will be sent.

The above procedure does not prohibit or preclude St. Alban's from pursuing any legal remedies it may have for the collection of its tuition and fees.

Insufficient Checks (NSF): After receipt of two (2) insufficient fund checks, any further payments must be made with 1) cash 2) money order or 3) cashier's check.

I have read, understand, and agree to comply with the St. Alban's Episcopal Day School, Inc. Past Due Tuition Policy.

Student's Name _____

Parent's Signature _____ Date _____