

Holy Trinity Catholic School Board of Education

Finance Committee Policy #FP-05

Overdue Financial Obligations

Scope: This policy applies to all families of student(s) enrolled at Holy Trinity Catholic School and shall be administered by the principal in consultation with the parish pastors.

Policy: If a student account becomes overdue in the payment of tuition, fees (including breakfast, lunch, and extended day services), family service hours / payment, or other outstanding obligations, parents/guardians are expected to contact the principal as soon as it is known that the account may become overdue (generally within 30 days).

If a student account becomes 60 days past due, the student(s) will not be permitted to participate in activities outside the regular school day hours or non-mandatory in-school activities to include, but not limited to instrumental music lessons, band, choir, student council.

If a student account is overdue at the end of a trimester, access to school records, including report card(s), will be withheld.

If a student account becomes 90 days past due, the student(s) will not be permitted to attend HTCS until balances are rectified.

If a student account is overdue and the student(s) move to another school, the principal will attempt to collect the balance. If a suitable arrangement can not be made, legal means will be pursued.

The intent of this policy is to ensure the financial stability of the school. As it is understood that there may be extenuating circumstances, the principal has the ability to extend the guidance above if good-faith arrangements are made and adhered to in addition to consistent and open communication. Payment plans may be facilitated at the discretion of the principal and parish pastors.

Approved: August 9, 2019

Effective: August 10, 2019