
Acknowledgement of Tuition and Fee Collection Policy

- At 30 and 60 days delinquent, staff shall make attempts to collect payment through email letter notification and phone calls, and perhaps Day School Board contact.
 - The Business Manager may make alternative payment arrangements for families when it is deemed justified, balancing the fiscal needs of the school with the financial issues of the family.
- Habitual delinquency of fee and tuition payments will result in families meeting with the Business Manager to discuss payment of such fees and tuition. If a family's account becomes 90 days delinquent, and either no alternative arrangements have been made or such arrangements have not been adhered to, families will receive official Day School Board notification that the ability to reenroll for the following school year will be forfeited unless payment in full is made immediately, with the deadline clearly specified in writing.
- No family with a delinquent account may reenroll, and the opportunity to reenroll is forfeited for any family that goes over 120 days delinquent without addressing the situation to the Business Manager's satisfaction.
- After enrollment for the upcoming school year has been established, if the account is delinquent for the previous year as of June 30, the enrolled classroom position will be cancelled. Resolution of the delinquent account will place student(s) at the next available position of the classroom, which may include the waiting list.
- Any family no longer with children enrolled at Trinity Lutheran School that still has delinquent accounts may be sent to a collections agent, at the discretion of the Business Manager and Day School Board.
- In the event that delinquent accounts are submitted to a collections agent for collection, the Business Manager will pursue reimbursement for any agent fees, postal fees, legal fees including court costs, or any additional administrative fees accrued due to the delinquent accounts.

I/we acknowledge and agree that, in the event any amounts for which I/we am/are responsible are not paid when due and the account is referred to any attorney or collection agency, I/we will be responsible for payment of any and all collection costs, attorney's fees, expenses incurred to collect the debt, court costs, and any other expenses whether incurred prior to litigation or after litigation is commenced to recover payment which is due and owing by me/us.

Signature _____ **Date** _____