



Zion-Concord Lutheran School

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Tuition Collection Policy 2020-2021

Tuition Collection and Management Policy.

The following defines how delinquent accounts will be handled for students in Kindergarten through 8th grade. The steps described assume that there is no exception in place and that the guardians express no interest in paying the bills and/or is unwilling to communicate with the school regarding any financial issues that they may be faced with. **All Early Childhood students must always remain current with tuition . Failure to keep tuition payments in Early Childhood will result in a student being immediately removed from class.**

1) Current Balances

- a) All families with students enrolled in Kindergarten through 8th Grade may check their tuition balance online through Sycamore.

2) At **15 Days Past Due**, under the arrangements established by the *Fee Agreement*, Zion-Concord Lutheran School

- a) will send an electronic notification home to the family's main contact email address along with a copy of this policy.
- b) add A \$25 late fee to the family account balance.

3) At **30 Days Past Due** under the arrangements established by the *Fee Agreement* and *Tuition Collection and Management Policy*, Zion-Concord Lutheran School will

- a) mail a past due notice, with a breakdown of all charges, along with a copy of this policy.
- b) remove the family's access to see grades on Sycamore Education.
- c) notify the Board of Christian Education of the family's account balance and activity.

4) At **45 Days Past Due**, under the arrangements established by the *Fee Agreement* and *Tuition Collection and Management Policy*, Zion-Concord Lutheran School will

- a) require the family to meet with the Principal regarding the past due accounts. The child will not be permitted to attend classes until the meeting has been completed.
- b) notify the Pastor and the Board of Christian Education of the family's account balance and activity.

5) At **60 Days Past Due**, under the arrangements established by the *Fee Agreement* and *Tuition Collection and Management Policy*, Zion-Concord Lutheran School will

- a) remove the students of the delinquent family from all classes.
- b) notify the Pastor and the Board of Christian Education of the family's account balance and activity.

- 6) At **90 Days Past Due**, under the arrangements established by the *Fee Agreement* and *Tuition Collection and Management Policy*, Zion-Concord Lutheran School will
- a) notify the Pastor and the Board of Christian Education of the family's account balance and activity.
 - b) withdraw the students of the delinquent accounts from school.
 - c) withhold report cards and transcripts if it is in the school's legal right and restrict access to grades through Sycamore education

In connection with overdue accounts, Zion-Concord Lutheran School may pursue legal action against or require promissory notes from the family for failure to honor their *Fee Agreement*. Such notes or legal action will only be sought in an amount equal to the fair market value of the educational goods and services provided as established annually by the Board of Christian Education or the family's unpaid tuition and fees commitment, whichever is less

Any family that refuses to act in good faith, Zion-Concord Lutheran School's principal, after consultation with the Pastor and Board of Christian Education, may refuse to accept future enrollment requests from the family and may turn the delinquent balance over to a collection agency.

