

Lumen Christi Catholic School makes every effort to provide an affordable, quality, Christ-centered education for our students. With tuition being our major annual funding source, it is imperative that all families are committed to paying tuition and fees (collectively, "tuition") in a timely manner. To that end, the following Lumen Christi Tuition Payment Policy is effective as of August 1, 2020.

Payment Due Dates and Expectations: All tuition payments are to be made through Facts Tuition Management. Parents may choose a draw on either the 5th or 20th of the month for a period of 10 months or 12 months. A late fee of \$25 will be added to the account if there are insufficient funds or a credit card hold on the account on the day of the draw. **If extenuating circumstances should arise that will cause a delay in payment, parents/guardians will be expected to contact the Business Office in advance of missing any payments.** If necessary, alternative payment arrangements may be discussed on a temporary basis.

30 Days Past Due: A "Past Due Notice" will be sent to parents/guardians via email when a tuition payment becomes 30 days past due. The entire past due amount including any past due fee, is to be paid in full within two weeks of receiving the 30 day past due notice in order to avoid any further penalty.

60 Days Past Due: If any past-due tuition owed reaches 60 days past due, and no alternative payment arrangements have been agreed upon, **the student(s) will not be permitted to participate in school events or extra-curricular activities (including, but not limited to, sports or academic teams, clubs, plays, dances etc.).** In addition, a second "Past Due Notice" will be sent to the family.

90 Days Past Due: If any past-due tuition owed reaches 90 days past due and no alternative payment arrangements have been agreed upon, in addition to the steps above, the student(s) will not be permitted to attend classes for the following quarter or any subsequent quarter until the account is current.

In addition, since individual student accounts are invoiced on a family basis, these policies will affect each child in the family. In situations where there are two financial responsible parents, this policy will be in effect if either is delinquent in tuition payments.

Furthermore, senior students will not be permitted to receive their cap & gown, or participate in graduation ceremonies and/or any other senior activities if ANY financial obligations are outstanding.

In all cases, Lumen Christi Catholic School reserves all rights to collect any past-due tuition. This may result in referring your account to a collection agency as a last resort. It is our goal to provide **ALL** of our students with an exceptional faith-filled education and our desire to work in partnership with all of our families to achieve this objective. In order to accomplish this goal, we must implement a consistent tuition policy that is fair, consistent, and reasonable. Thank you for your understanding with this process.