

SACRED HEART PARISH/NORFOLK CATHOLIC SCHOOL  
TUITION PAYMENT POLICY

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to Sacred Heart Parish, Sacred Heart Parish and the Norfolk Catholic School Board adopts the following policy regarding tuition payment:

### **TUITION PAYMENT**

Sacred Heart Parish/Norfolk Catholic School partners with SMART Tuition for the processing and collection of family tuition and fees.

Billing Options: We offer four (4) tuition billing options to Norfolk Catholic School families:

- 1 payment in Full ( July)
- 2 equal payments (August and February)
- 4 equal payments (July, October, January, April)
- 10 equal payment (August through May)

Families will need to enroll at [www.enrollwithsmart.com](http://www.enrollwithsmart.com) to set up their account with SMART Tuition when they first register as a new family in order to choose a billing option and method of payment. Existing families will choose a billing option and payment method when they first set up their account and that information will be used for each school year unless they request a change online through SMART customer service or through the school. More information about SMART tuition is available through the school or at SMART Tuition Customer Service at 888-868-8828

Payment Methods: (must choose one)

- SMART Tuition will send an invoice (mail or email) allowing the option to mail in a payment, make a payment over the phone or web, or utilize your bank's billpay service. All Invoices are due by the 20<sup>th</sup> of each month.
- SMART Tuition can automatically debit a credit card, checking, or savings account with the information you provide. Automatic drafts can be set up on the 5<sup>th</sup> OR 20<sup>th</sup> of the month. A convenience fee will apply to drafts from a debit or credit card.

Re-Enrollment:

It is the family's responsibility to review and update their choice for a billing and payment option for the upcoming year at re-enrollment. Re-enrollment is conducted via Sycamore during second semester parent/teacher conferences and is not complete until financial arrangements are made. Norfolk Catholic School will assume re-enrollment of the student unless we have been contacted by April 1<sup>st</sup>.

The billing option and payment method will default to the prior year's election unless a change has been requested by the account holder. Accommodations will be made for

those families enrolling mid-year or after June 1st, however, a SMART enrollment agreement must be signed within two weeks of enrolling at Norfolk Catholic Schools.

## **LATE PAYMENTS**

Tuition is due on or before the 20th day of the month as applicable per the family's chosen tuition option. It shall be the responsibility of each school family to keep the business office or SMART Tuition informed of their need to make any changes in their preferred tuition payment plan. Should a situation arise that a payment might be late; the family is responsible for notifying SMART Tuition customer service before the payment is due. Should a situation arise that substantially affects a family's ability to pay their tuition in general, the family should contact the Sacred Heart Parish Business Manager as soon as possible. The following policy will apply when tuition payments are received late:

If any payment is missed due to insufficient funds (either by check or automatic debit), a \$30 missed payment fee will be charged to the account. Your bank may also impose similar fees. If the missed payment was set up on automatic payments (ACH), the missed payment will be re-attempted approximately 10 days after the initial draft. To cancel or stop an automatic debit payment you must contact SMART Tuition no later than 3 business days prior to the scheduled payment.

Any payment that is not received by SMART Tuition by your due date is considered late and may receive a late fee. In the event that your account is past due, SMART Tuition may provide you a follow up service which will contact you via mail, telephone, or email. Your tuition account may be charged \$40 per missed payment as a result of this service.

## **DELINQUENT ACCOUNTS**

Tuition accounts will be reviewed monthly. In the event that a family fails to pay tuition on time, the late payment policy noted above will first be applied and the Business Manager will initiate the following procedures:

1. If at the end of thirty (30) days the tuition account is not current, the Business Manager will attempt to make a personal contact to the parent notifying them of the past due amount, their options, and request a plan to correct the situation.
2. If at the end of sixty (60) days the past due condition continues to exist and the Business Office has not received a plan to correct the situation, the Business Manager will notify the family in writing that the account must be brought current. The family will receive a Notice of the Delinquent Account process and a timeframe to respond.
3. If at the end of ninety (90) days the account has not been brought current, a Norfolk Catholic School Administrator shall attempt to make personal contact with the family. It shall be the family's responsibility to set a meeting with the Business Manager and an Administrator to decide if the family's student(s) shall continue to attend Norfolk Catholic

School for the next semester and/or to decide if a payment arrangement can be agreed upon. Eligibility Deadlines for Delinquent Tuition: December 1st, July 1st

Sacred Heart Parish reserves the right to remove the student(s) from the school if any tuition payment is still past due after following this process. The school has the further right to refuse, for non-payment or non-cooperation of family (including non-participation in stewardship hours) re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition is paid in full or an agreement has been made between the family and the Business Manager and Administrator.

Sacred Heart Parish/Norfolk Catholic Schools reserves the right to collect past due tuition by other legal means as deemed necessary by the Finance Committee or Pastor.

### **DELINQUENT TUITION FROM PREVIOUS YEARS**

All previously unpaid tuition must be paid by August 1<sup>st</sup> if a student is to be readmitted on the first day of class for the new school year. If full payment is not possible, suitable arrangements must be made with the Pastor and Parish Business Manager. Payment plans for prior years will be set up directly with the parish, unless otherwise notified.

### **TUITION ASSISTANCE**

Norfolk Catholic School and Sacred Heart Parish believe that it is our mission to put forth every effort to make this Catholic education experience affordable and available to a diverse group of talented and dedicated students. To that end, we offer a Tuition Assistance program based on financial need for parish families and administer applications for Children Scholarship Funds and Omaha Archdiocese High School Scholarships for all eligible students. Families that are experiencing financial difficulties should contact the Business Manager immediately. Please refer to the Tuition Assistance policy for more information regarding eligibility and applications.

### **TRANSFERS**

If a student(s) shall transfer to/from Norfolk Catholic School for any reason during the school year, tuition shall be prorated, or if already paid refunded, on an academic quarter basis. For example, if the student attended Norfolk Catholic School for the month of August and then withdraws, the family would owe tuition for the first quarter of the school year. If a student transfers into NC anytime during the second quarter, the family would owe tuition for the second, third and fourth quarters. All withdrawals and requests for refunds or prorated tuition must be made in writing to the Business Office.

Sacred Heart Parish reserves the right to make changes to the tuition payment and collection procedures on an annual basis as they see necessary to meet parish needs.

Adopted by Norfolk Catholic School, Board of Education; March 12, 2014