

Pella Christian High Tuition Payment Policy

Adopted 5/8/06

Revised 5/22/17

Policy Goal:

The goal of this policy is to provide for an orderly flow of tuition revenues for the ongoing operating needs of Pella Christian High.

Policy Purpose:

The purpose of this policy is to provide guidance in achieving the goal to the following constituents of Pella Christian High:

- 1.) Board Finance Committee & Administration:
 - a. To provide direction in the procedures to be followed in the collection of tuition revenues.
 - b. To allow for remedies in the event tuition is not received as agreed.
- 2.) Parents of Pella Christian High Students:
 - a. To provide a framework for understanding when and how tuition payments are to be made.
 - b. To explain the consequences of failing to remit tuition payments as agreed.

Policy Guiding Principles:

- 1.) All constituents must always strive to utilize all available options to provide the opportunity for Christian Education to all students and families desiring such opportunity.
- 2.) Parents are primarily responsible for making the required payments towards the cost of education at Pella Christian High unless other arrangements are made.
- 3.) Various support options may be available for families needing assistance towards the cost of education. Families in such situations must fill out the appropriate assistance forms and may request a meeting with the finance committee to discuss available options. Such arrangements must be made before the start of any school year.
- 4.) The administration and finance committee must regularly communicate information about available assistance programs and steps to be taken to apply for the assistance.
- 5.) Should extenuating circumstances such as unexpected health or employment problems develop for a family all constituents should work toward a solution that will be in the best interest of the student.
- 6.) Some families opt for payment of their cost of education thru a "covenantal" education plan at their home church. Those plans generally have their own guidelines that may or may not be similar to the guidelines in this plan.
- 7.) Pella Christian High exists to provide for the education of students and failure to comply with this policy will ultimately be to the detriment of the student.

Tuition Cost and Payment Procedures:

- 1.) The Pella Christian High Society shall approve of a budget establishing the cost of education for the ensuing year at its annual society meeting.
- 2.) The cost of education for a child is to be paid by the family in a combination of an enrollment fee and regular tuition payments.

- 3.) The board shall establish an enrollment fee to be paid at the time a student is enrolled for the ensuing school year.
- 4.) No student shall be allowed to begin classes until such time as the enrollment fee is paid or written and signed alternative acceptable arrangements have been made for its payment.
- 5.) The remaining balance of the cost of education is to be divided and paid in nine monthly tuition payments due on the 1st day of each month of the school year September thru May. Statements will be provided each month to a family itemizing the amount of tuition due.
- 6.) If a family has arranged for an alternative payment plan they must make payments as described and scheduled in that plan.
- 7.) Failure on the part of a family to make payments as scheduled and agreed will subject them to the remedies described below.

Remedies for non-payment:

The following remedies can be avoided if prior written arrangements are made with the finance committee and a signed alternative payment plan is agreed to in advance and is being followed.

- 1.) An account unpaid for 30 days will receive a notification letter of non-payment.
- 2.) If an account remains unpaid for 60 days a member of the school finance committee will contact the family to request payment of the unpaid balance and to offer a meeting with the finance committee to make alternative payment arrangements.
- 3.) If an account remains unpaid for 90 days, a certified letter will be sent demanding payment and advising a family of the ramifications of continued non-payment. Students from that family will be disallowed from participation in all extra-curricular activities until such time as the account is paid current or acceptable written alternative payment arrangements are made.
- 4.) If an account is not current as of December 31, the student(s) from that family will not be allowed to enroll second semester until the account is made current or written alternative payment arrangements are made.
- 5.) If an account remains unpaid at the conclusion of a school year students from that family will not be allowed to reenroll for the ensuing school year until such time as the unpaid balance is paid or a written acceptable alternative payment arrangement is made.
- 6.) Graduation diplomas will not be issued to student's whose families are delinquent in scheduled payments.
- 7.) Transcripts or credit transfers will not be released to another school until such time as delinquent amounts are paid in full.
- 8.) If tuition is not current as of November 1, a student will not be allowed to participate in a Winterim trip.
- 9.) Students will not be eligible to enroll in dual enrollment classes if their tuition is not current at the time of enrollment.

Policy Variations:

The Finance Committee and the Board of Directors must approve any variations or deviations from this policy before they shall be considered approved.