

TUITION COLLECTION POLICY

KENT ISLAND CHRISTIAN SCHOOL

The school's budget relies on timely tuition payments to pay staff salaries and purchase curriculum and other materials. Tuition payments are due on the first day of each month, as outlined in the Schedule of Payments in our handbook, with the final payment for a school year due on May 1st. If payments are delinquent at any time during the school year, the following collection efforts and consequences will be enforced.

When a payment due on the 1st of any month is not received by the 10th, a late notice will be emailed to parents, with a deadline of the 25th for payment to be received. A \$25 late fee will be added to the amount due, for each child in a family for whom tuition is late. If the late payment is still outstanding on the 1st of the following month (making two payments now due), the Principal will notify the School Board at its next meeting, scheduled for the first Tuesday of each month. Parents will receive written notice from the School Board, and be given until the 25th of the current month to bring the two payments up to date. If full payment is not received by the deadline, the student(s) will not be allowed to return to school, effective immediately. The School Board maintains full discretion regarding appropriate action should a repeat non-payment situation occur.

Full payment of outstanding tuition remains due in the event the student does not return to our school. Academic records, inclusive of grades, test scores, and transcripts, will not be released until all financial obligations are paid in full. Records will be released immediately upon payment by certified funds. If paid by personal check, records will not be released until the bank has acknowledged receipt of funds.