

MARIAN HIGH SCHOOL, INC. - TUITION COLLECTION POLICY

Marian High School, Inc. makes every effort to provide an affordable, quality, Christ - centered education to our students. The cost to educate each student exceeds the total tuition and fees that are assessed to each student's account. This means every student is granted a discounted tuition. In addition, scholarships, financial aid, and institutional aid are awarded to students based on need and available resources.

The majority of the School's income comes from student tuition and fees. The School cannot fulfill our mission or provide fundamental school operations unless the obligations of every student are met in a timely manner. Therefore, it is imperative that each family pays all tuition and fees (collectively, "Tuition") per the terms of the STS payment plan the family selected.

Recognizing various circumstances may impact a family's ability to pay Tuition in a timely manner, all families receiving a "Past Due" letter that cannot bring the account current are encouraged to contact the School's Finance Department to request a Payment Agreement to satisfy its financial obligations.

30 Days Past Due

1. A "Past Due" letter will be sent to any family with Tuition more than 30 days past due.
2. A copy of the Tuition Collection Policy will be enclosed with the letter.
3. A late fee of \$25.00 will be added to the student's account.

60 Days Past Due

1. A "Past Due" letter will be sent to any family with Tuition more than 60 days past due.
2. The student will not be permitted to participate in any School events or extra-curricular activities (including, but not limited to, prom, sports, clubs, band, musical/play, etc.).
3. A late fee of \$25.00 will be added to the student's account. This late fee is in addition to the \$25.00 added at the 30 days past due time.

90 Days Past Due

1. A "Past Due" letter will be sent to any family with Tuition more than 90 days past due.
2. The parent portal will be put on "hold". This means the family will be unable to access current marking period grades or prior semester grades.
3. The disenrollment process will begin. This means the student will not be permitted to attend classes after the last day of the current marking period.
4. A late fee of \$25.00 will be added to the student's account. This late fee is in addition to the \$25.00 fees added at the 30 and 60 days past due times.

Disenrollment Process

1. Any student that has an outstanding balance that extends beyond 90 days will be dis-enrolled from the School at the end of the current marking period.
2. A disenrollment letter will be mailed to the family via certified and regular mail. The letter will state the amount owed and payment date to avoid disenrollment. The letter will state the last date the student will be permitted to attend classes unless the stated amount is paid.
3. The student must turn in all classroom materials (including, but not limited to, text books, classroom equipment, etc.) and student identification card to the Finance Office on the last day of classes.
4. Payment for the full student account balance must be secured from the family or an equitable Payment Agreement must be established to satisfy the student account balance before the disenrollment process can be terminated.

Voluntary Withdrawal

1. If a student and his/her family decides to withdrawal from Marian Catholic after the 10th day of school, the family will be responsible for payment of the student account balance based on the marking period the withdrawal is made.
2. Family responsibility per marking period:
 - a. 1st marking period – pro-rated tuition based on days attended.
 - b. 2nd marking period - 50% of the student’s full tuition.
 - c. 3rd marking period - 75% of the student’s full tuition.
 - d. Withdrawals after the 3rd marking period - full tuition.
3. Students who withdraw are at risk of losing their initial financial aid award.

Transcripts, Graduation and Post-Graduation Policy

If any outstanding balance remains on a student’s account, the School (in accordance with Diocesan Policy) reserves the right to not permit the student to participate in graduation and/or to withhold the student’s diploma and transcript. Once the student account balance is paid in full, the diploma and transcripts will be released.

Payment Agreement

If a family needs to enter into a Payment Agreement that deviates from the standard payment plans offered through the STS tuition payment system to satisfy a student account balance, the School may offer to establish a Payment Agreement with the family. This will be at the discretion of the School and will take into account the balance, financial ability of the family, the remaining months until the school year is completed, and any extenuating circumstances facing the family. Except in extraordinary situations, the Payment Agreement is to establish a plan to have the full account balance paid by the end of the current school year. If the family breaches the Payment Agreement, the disenrollment process stated above will be initiated and the School reserves the right to enforce any or all the terms and conditions stated in the Payment Agreement.

Past Year Student Account Balance

If, as of the first day of school, a family has a prior year outstanding student account balance or has breached an existing Payment Agreement, the student will be denied the right to attend classes. The outstanding balance includes the registration/course selection fee for the current year. If the student arrives at the School, the parent/guardian will be called to pick up the student. The student will be permitted to begin School once the student account balance is paid in full.

In all cases, the School reserves all rights, at law or in equity, to collect any past-due Tuition. This may result in referring your account to a collection agency or pursuing legal action.