



GARCES MEMORIAL HIGH SCHOOL

Developing students spiritually, academically, and socially since 1947

GARCES MEMORIAL HIGH SCHOOL TUITION DELINQUENCY POLICY EFFECTIVE 7/1/2016

The purpose of this document is to underscore Garces Memorial High School's need for prompt payment of tuition by all families. The financial policies of Garces Memorial High School (GMHS) are based on a need to maintain a strong financial foundation. If unforeseen financial difficulties arise, families should immediately contact the GMHS Principal or Controller in order to review the financial hardship and seek to find a mutually agreeable alternative tuition payment plan. Understanding that unexpected situations can and do arise, GMHS strives to work with families. The School must, however, maintain an adequate revenue stream to meet its financial commitments and to ensure that all students and their families are treated fairly and equitably. Families, who become delinquent in their tuition obligations pursuant to the agreement they have reached with GMHS, will be notified that their student(s) will not be allowed to continue their education at GMHS until the tuition obligation is current.

Specific guidelines are as follows:

- All tuition and fees must be current the first day of class or the student(s) will not be seated.
- When tuition is **30 days** delinquent, a letter will be sent to the family requesting that tuition be brought current within 10 days. Families must call the Business Office to resolve the outstanding balance. Late payment fee will be applied at 1.5% of the late payment.
- When tuition is **60 days** delinquent, a second letter will be sent to the family explaining that the student(s) will be removed at the next quarter time so he or she can transition to another school. Tuition must be brought current within 15 days. There will be no exceptions unless granted by the principal for severe circumstances.
- Any tuition that remains uncollected at the end of the school year will be considered for placement with a collection agency. GMHS will take any action available and consistent with applicable law in order to collect unpaid tuition owed by the parent/guardians including but not limited to withholding academic transcripts.

Garces Memorial High School is committed to your child's education and spiritual growth. In exchange, GMHS requests your commitment to the financial well-being of our school through honoring your tuition agreement.

Signature

Student(s) Name

Grade

Date