

## 8310.8 Tuition Delinquency and Collection

- Each school shall establish a written policy and publish it in the school handbook.
- **Current Year**
  - A tuition payment due is delinquent when it is more than thirty (30) calendar days behind its payment schedule.
  - The following steps will be taken by the appropriate school administrative personnel in dealing with delinquencies:
    - The responsible person(s) for tuition payments shall be contacted by the school business office via telephone and e-mail notifying them of the delinquency.
    - If, after seven (7) calendar days there is no response from the responsible person(s), the school business office shall send a delinquency letter, tuition account statement and delinquency policy, via certified mail.
    - If, after ten (10) calendar days from the date of certified mailing there is no response from the responsible person(s), the business office shall direct the school principal(s) to contact the parent(s)/guardian(s) to inform them they are to withdraw their child(ren) from school. The school Principal shall notify the MCS President.
  - The school may, after exhausting all reasonable collection efforts:
    - Turn the delinquent account over to a third party agency for collection.
    - Pursue an arrangement under the Prior Year(s) Tuition Delinquency and Collection policy.
- **Prior Year(s)**
  - Tuition payments delinquent, not currently collectible and pertaining to the prior fiscal year are considered a prior year(s) delinquency.
    - Tuition obligations subject to this policy should be due to extraordinary circumstances whereby collection is reasonably certain over the near term.
    - Person(s) responsible for obligations subject to this policy shall be working closely with school administrative personnel to resolve the delinquency.
  - In general the following shall apply:
    - Amounts due can be paid monthly over a period of up to forty-eight (48) months
    - Interest shall be charged at the Diocese of Helena short-term lending rate.
    - Person(s) responsible shall sign a promissory note acknowledging their responsibility for the delinquency and repayment schedule.
    - All payments will be made through the FACTS automatic payment system.
  - All payment plans must be approved by the MCS President.