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Office of Catholic Schools

**DELINQUENT TUITION AND FEES POLICY**

(Adopted, January 2015)

**RATIONALE:**

The success of Diocese of Scranton Catholic Schools relies upon the commitment of families to:

- Make Catholic education a financial priority.
- Be involved in the education of their child(ren).
- Make their tuition and fees payment(s) on a timely basis.

The Diocese of Scranton Catholic Schools have annual budgets which are dependent upon the income received from parish assessments and tuition/fees from the Diocesan school families. The school relies upon tuition and fees for a substantial portion of the operational budget. The school must have the appropriate funds to meet its financial obligations (i.e. salaries, benefits, maintenance, etc...), as well as the funds necessary to operate excellent spiritual and educational programs.

Effective January 1, 2015, when payments are not made in the manner agreed upon in the parent/guardian's registration/tuition agreement form the following steps will be taken:

**POLICY:**

1. At the time of re-registration for the following academic year, families who are financially delinquent will have their forms and registration fees returned. They will not be officially registered for the following year until all delinquent financial matters are addressed.
2. If the delinquent tuition balance at the time of re-registration exceeds one thousand dollars (\$1,000), the family must address this matter, in writing, to the Diocesan Secretary for Catholic Schools/Superintendent of Schools. This correspondence must contain a detailed timeline and plan for bringing the account current.
3. In the event of a Diocesan School family's financial delinquency, where the responsible parent/guardian demonstrates a lack of cooperation in regards to the agreed upon plan, the student(s) will not be permitted to re-register at the same school, or at another Catholic school within the Diocese of Scranton.
4. At the end of the school year, if a family with a tuition balance greater than one thousand dollars (\$1,000) requests the tuition balance be "rolled-over" to the following year, that request must be approved by the Diocesan Secretary for Catholic Schools/Superintendent of Schools. The request must be submitted in writing, and should contain an explanation of the delinquency as well as a detailed plan for punctual future payments.
5. If a family owes a tuition balance and leaves the Diocese of Scranton Catholic Schools for any reason, they must pay that balance. Failure to do so may result in the delinquent balance being turned over to a collection agency.

This policy is not meant to be punitive; however, in fairness to all families and our mission to educate, we expect our families to maintain current tuition accounts. The Diocese of Scranton Catholic Schools have a history of working in good faith with families in need, but families must communicate with the school, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the approved payment plan.

Catholic Schools

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