



POLICY AND PROCEDURES FOR OVERDUE ACCOUNTS

PURPOSE: To ensure families have a clear understanding of the tuition payment schedule, including requirements when withdrawing from the school and procedures for handling overdue and delinquent accounts.

POLICY: Tuition for the school year is due as follows:

ANNUAL PAYMENT – If you are considering a lump sum payment, please check the One-time lump sum tuition payment on the Pre-Authorized Debit Agreement Form. This will ensure an automatic withdrawal on August 1st.

MONTHLY PAYMENTS – each monthly payment is due on the 1st or 20th of the month starting in August and ending in May of the school year, as per your choice of date on the Pre-Authorization Debit Form. These payments must be made by pre-authorized debit. In the event that the pre-authorized debit is rejected by the family's financial institution, a \$25 service fee will be charged.

If tuition payments are not received according to the time schedule indicated above, the school will communicate with the family as follows:

1. An initial email notification will be emailed outlining amount owing and service charges.
2. A letter will be emailed requesting payment and if payment is not possible the party concerned will be instructed to contact the school to discuss a payment plan. If this letter is ignored the account will be forwarded to the Education Committee for review.
3. If the agreed upon payment plan is not adhered to, the account will be forwarded to the Education Committee for review and to determine further action.
4. After all reasonable efforts have failed to get a satisfactory response; the REC reserves the right to refer the outstanding amount to a collection agency for action.

One of the requirements for timetable and yearbook availability, participation in graduation, school trips, re-registration, and other school-related services is that all school fees and any other monies due for the present or prior school year be paid according to schedule.

NOTE: (Withdrawing during the school Year)

- Tuition is paid one month in advance. When a student voluntarily withdraws from school, written notice must be provided 21 days prior to the next tuition due date for all remaining months with the exception of:
 1. July 8th for September's tuition, which is due in August.
 2. December 8th for February's tuition, which is due in January.
- When a student leaves the school for any reason, and after graduating, all unpaid amounts remain due to the school. All processed fees are non-refundable.
- Once tuition payments have been processed they are non-refundable, with the exception of lump-sum payments, which will be prorated.

Students will not be re-admitted until all financial obligations to the school are met.