



# **Salem Academy Tuition Payment Policy**

(updated 12/4/17)

## **Non-Payment of School Tuition Policy**

The entire school tuition is due at the beginning of the year; however, Salem Academy may agree to offer a monthly payment plan, where the monthly school tuition payment is due on the 1<sup>st</sup> of each month and considered late after the 15<sup>th</sup>.

As Salem Academy endeavors to be good stewards of the responsibility entrusted to us by God, the following procedure is for all tuition accounts that become past due.

When an account is not on time then reminder notifications will be made. The following steps will be taken when tuition or other outstanding invoices are more than 30 days delinquent:

**Step 1 - 30 days delinquent:** The family will be contacted and requested to bring their account current. The family will have 30 days to bring the account current. Follow-up communication by the office of the Director of Finance will occur as necessary.

**Step 2 - 60 days delinquent:** If any portion of the account is 60 days delinquent, the student will be temporarily suspended from Salem Academy due to non-payment of the account. The suspension is rescinded when there are no portions of the account more than 30 days delinquent and the \$25 late fee has been paid. Family will be required to meet in person with the Director of Finance and the Superintendent regarding the status of their account if the student is suspended due to non-payment. An account over 60 days delinquent is to be paid in full prior to allowing the student to participate in any Salem Academy activity, including the graduation ceremony.

**Step 3 - 90 days delinquent:** If the account remains delinquent at 90 days and after Steps One and Two, the student will be withdrawn from Salem Academy and the account may be turned over to a collection agency. Additional delinquent and reenrollment fees may be assessed by Salem Academy for an account over 90 days delinquent.

The office of the Director of Finance has the authority to waive the \$25 delinquent account fee one time per school year.

## **Additional Tuition Policy Information**

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### **Returning to Salem Academy after school-initiated withdrawal for non-payment of tuition**

In order for a withdrawn student to return to Salem Academy, the account must be brought current, including all delinquent or other assessed fees.

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### **Salem Academy may reserve the right to deny re-enrollment due to a poor payment history.**

Prior to reenrollment in any subsequent school year, the delinquent account must be paid in full. Carry-over of any debt may only occur in rare cases and only by agreement of the Director of Finance, the Superintendent or the Board of Trustees.

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### **Payment Plan Requirements for Delinquent Accounts – Special Extenuating Circumstances**

Delinquent accounts (defined as 30+ days past due) regardless of the age of the delinquency will be required to agree and adhere to a payment plan through the office of the Director of Finance.

The Board of Trustees under the following conditions delegates the structuring of the payment plan to the Director of Finance:

1. All payment plans authorized will be documented in written format.
2. All payment plans will be required to use Automated Clearing House (ACH) as the primary method for payment when possible. Depending on the circumstances, an account may be required to sign-up for ACH for the remainder of the school year, and in order to re-enroll may be required to continue this method of payment.
3. Payment plans will be on a no less than monthly basis, unless the Superintendent's AR Committee agrees to specific circumstances and conditions.
4. The payment plan will be structured in a manner consistent with this "Tuition Payment" policy.

It is a requirement for continued employment with Salem Academy Christian Schools to maintain an up-to-date status on tuition and fee accounts. If an employee's account becomes delinquent, along with the above requirements;

1. Any stipends will be automatically applied to the account
2. Salary may be applied to the account as approved and authorized by the employee.

### **Superintendent's Accounts Receivable (AR) Committee**

The Board of Trustees requires the Superintendent to have a Superintendent's AR Committee, whose membership at a minimum will include:

- The Superintendent
- The Director of Finance
- The AR Accountant and
- A member of the Board of Trustees who serves on the Finance Committee.

The AR Committee is charged with ensuring the Tuition Payment Policy is being equitably enforced, and will review decisions on any policy-allowed variances for documented extraordinary circumstances (e.g. extended unemployment; onset of catastrophic health condition; death of wage earner) as needed. They will be the final authority on all payment plans unless the decision requires Board of Trustee action. Board of Trustee involvement will go through the Chair of the Finance Committee to the full Board for deliberation and decision. These actions will be completed in Executive Session as necessary.