

Tuition Loan Guidelines

The following guidelines will be used to address past due balances on tuition loans. The parish finance board has approved these policies to help ensure monthly payments of all tuition loans. The school's monthly operating budget is dependent upon monthly loan payments made on time. Your cooperation in meeting your financial obligation to the school in a timely manner is expected.

- The school has capability to view all tuition loan account balances on line. A review of account balances will be done on a daily basis to ensure that proper payments are being made on time.
- Tuition loan payments are due on the first day each month beginning in **July** and ending in **April**. Payments not made by the 10th of each month are considered delinquent and are assessed a \$15.00 late fee.
- **July** and **August** loan payments must be made in order for a student to begin school on August 12, 2010.
- Students in Pre K-3 and Pre K-4 will not be allowed to attend school if tuition is delinquent. Parents will be notified if a payment is delinquent. In the event that an NSF check is written for a tuition payment, the original past due date will apply.
- If an account becomes 30 days past due, the student(s) will no longer be allowed to take exams/weekly tests. This will result in the student(s) receiving an incomplete on their report card. Once the account is brought fully up to date, tests will be administered.
- Any loan that is 45 days past due will be charged back to the school, and a \$100.00 charge back fee will be assessed. The full loan balance plus the charge back fee is due to the school in order for the student to continue attending school.
- If a family's tuition loan is charged back on more than one occasion during their years at Visitation, the family will not be eligible to obtain a loan to pay their tuition and fees. The family must pay their tuition and fees in full using cash.
- All accounts must be current in order for families to reregister for the subsequent school year. The school will in no way be obligated to hold a space for students of families whose accounts are not current. If at any time after registration the family becomes delinquent in paying tuition, the family will be subject to having their registration for the subsequent year dropped.
- The last tuition loan payment must be paid by **April 10th** or the loan is charged back to the school and a \$100.00 charge back fee will be added to the balance. Additionally, your child/ren cannot attend school until all tuition and charge back fees are paid in full.