

<b>Date</b>	<b>Subject</b>	<b>Policy Number</b>
<b>01/06</b>	<b>Delinquent Tuition</b>	<b>4045</b>
<p>Effective 3/1998 Amended 6/2004 Amended 4/2007</p>	<p>Rationale: Managing a successful budget for KCSS is contingent upon all tuition income being received in a timely manner. Failure to do so puts KCSS at risk financially.</p> <p>Realizing that financial issues do arise, KCSS is committed to developing revised Payment Plans and assessing eligibility for Tuition Assistance at the family's request.</p> <p>Policy: Tuition statements are generated based on payment plan selected.</p> <p>Late fees will be charged on all delinquent accounts. This will be charged monthly, until the account is made current. A revised payment plan may be signed and placed on file at the Business Office to avoid the late fees.</p> <p>If circumstances occur affecting a family's ability to pay, the Business Office should be contacted immediately. Arrangements will be made to determine eligibility for Tuition Assistance.</p> <p>In order to receive Tuition Assistance, the family's account must be current.</p> <p>Ten days after the due date, any amount past due is considered delinquent. Families who are delinquent will be notified by letter from the Business Office at this point and assessed a late fee.</p> <p>If the family has failed to apply for tuition assistance or file a revised payment plan after 30 days, they will be notified by the school administrator that the students will be unable to attend class until the issue is resolved in one of the three manners listed below.</p> <ul style="list-style-type: none"> <li>• Apply for Tuition Assistance</li> <li>• Develop and sign a revised Payment Plan</li> <li>• Pay tuition in full</li> </ul> <p>Families with 8<sup>th</sup> grade students must have accounts paid in full no later than May 25 of the current school year. Failure to do so may result in students not being allowed to participate in class trip, graduation ceremony, and graduation dance</p>	