



ST. ANN'S ACADEMY
ESTABLISHED 1880

Tuition Payment Policy

Collection of tuition fees is necessary for the operation of St. Ann's Academy. The School Council, working with C.I.S.K.D., endeavors to establish tuition rates that are affordable for parents/guardians wishing to enroll their child(ren) in a Catholic school. It is the responsibility of the parents/guardians to pay the tuition fees set by the School Council in January. Tuition fees must be paid in full unless financial assistance procedures have been arranged with your parish priest and communicated to the school.

Guidelines

1. Parents/guardians must apply for initial admission to St. Ann's Academy according to the admission policy and complete re-registration packages for each school year.
2. Parents/guardians are encouraged to pay tuition fees through an auto-debit payment with a local bank or credit union. Parents/guardians can arrange for these payments to come out of their account on the 5th or the 22nd of each month. They may make payments over twelve months, from July to June, or they may make payments over ten months, from September to June.
3. If parents/guardians pay their full tuition for the school year by **September 1, 2017**, the total amount of tuition will be reduced by 5%.
4. Parents/guardians experiencing financial difficulties due to illness, limited financial means, accident or other unforeseeable events are urged to complete a financial assistance form from the school website <http://www.st-anns.ca> or at the school office, and deliver it to the attention of your priest at their parish office or contact your priest to discuss financial assistance to ensure that your family remains a part of the St. Ann's Academy community.
5. Any tuition payment, by cheque or auto-debit, which is not processed due to insufficient funds, will result in a charge of twenty dollars from St. Ann's Academy.

6. Outstanding Payments

- If a payment is not processed due to insufficient funds, or if parents/guardians fail to make a monthly tuition payment, they will be contacted by the school office. At this time, the bookkeeper will inform the parents/guardians that they must make their payment at the school office within the next ten school days.
- If a payment is not received at the school within the ten days, an invoice will be issued from the Central Bookkeeping Office stating a deadline for payment of all outstanding fees, including service charges for insufficient funds.
- If payment is still not received, in full, by the stated deadline, the tuition account will move to a collection agency.
- Application packages will only be processed if current tuition is up to date.
- If a tuition account remains in arrears for more than 120 days, the parents/guardians will be mailed a registered letter from the Principal informing them that their child(ren) must be withdrawn from the school at the next school break (e.g. end of report card period, Christmas Break, Spring Break or Easter Break).
- The School will determine any further steps for collecting unpaid tuition fees.